



# 2019 Annual Security & Fire Safety Report

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## A MESSAGE FROM THE DEPARTMENT OF PUBLIC SAFETY

The University of San Diego recognizes and supports the integral role that the Department of Public Safety plays as part of its commitment to academic excellence. Everyone at USD has a role in providing a safe environment in support of the academic excellence for which we strive. We are proud of our history of outstanding service to the USD community and we are aware of the challenges posed in a campus environment.

The University of San Diego thoroughly evaluates the security needs of the community and continues to consider these needs on an ongoing basis. As a result of such careful analysis, the university has implemented policies aimed at promoting a safe learning and work environment. These policies work in conjunction with Federal, State, and local laws. The Department of Public Safety provides on-going education and enforcement of these laws and policies at USD. Each member of the USD community is responsible for knowing these policies and complying with them. This report contains many of the specific policies that pertain to the USD community. Please take time to become familiar with them.

This report also details many of the steps taken by the university and the Department of Public Safety to ensure the security of its students, faculty, and staff, and it outlines many measures we can each follow to take personal responsibility for our own security and that of the USD community. Although the university and the Department of Public Safety go to great lengths to promote a safe and secure environment, personal safety is an individual responsibility. Each member of our community is strongly encouraged to familiarize themselves with our emergency and disaster response protocols. Together we must take personal responsibility for our own safety, as well as the safety of those around us.

Working together, we will continue to keep USD a safe campus for all.

Chief James Miyashiro  
Assistant Vice President for Public Safety  
University of San Diego

The Annual Security & Fire Safety Report is published in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“*Clery Act*”). It is available online at [www.sandiego.edu/safety/documents/annualreport.pdf](http://www.sandiego.edu/safety/documents/annualreport.pdf). It is presented in a Portable Document Format (pdf) file format and can be viewed using Adobe Acrobat Reader. A hard copy of the report may also be obtained by calling the Department of Public Safety at (619) 260-7777 or visiting the Department of Public Safety in the Hughes Administration Center, Room 150.

## **General Department Information**

The Department of Public Safety (DPS) is located on the main USD campus at 5998 Alcalá Park, San Diego, CA 92110 in the Hughes Administration Center, Room 150. The department operates 24 hours a day, 365 days a year and can be reached by calling the Department of Public Safety Dispatch Center at (619) 260-7777 (non-emergency line) or (619) 260-2222 (emergency line). Unless otherwise stated, all policies and procedures outlined in this report apply to both the University of San Diego Main Campus as well as the University of San Diego Madrid Center campus (Madrid Center).

## **Mission Statement**

The University of San Diego, Department of Public Safety is committed to supporting the university's greater mission of excellence in education and service to the community. As an integral part of the university, we pledge ourselves to a continuing partnership with the campus community to provide a safe and secure environment through community-based policing. We will achieve our goals by service to the community that reflects respect for the law, dignity to all persons, and pride in our profession.

## **Values**

“Committed to Safety through Education”

**Service to Our Community:** People in our campus community are our most important customers. Our motto: "Committed to Safety through Education" is not just a slogan it is our way of life. We pledge to work in partnership with the USD community and do our best to provide for its public safety needs.

**Commitment to Integrity:** Integrity is our standard. We are proud of our profession and will conduct ourselves in a manner that merits the respect of all people. We will demonstrate honest, ethical behavior in all our interactions. We must have the courage to always do what is right.

**Respect for People:** The dignity of mankind is a value that we treasure. We believe in treating all people with respect. We show concern for the victims of crime and treat violators of the law with fairness at all times.

**Commitment to Leadership:** Managers, supervisors, and team leaders need to be leaders in their areas of responsibility. Making certain that our values become part of our day-to-day work life is our mandate. We encourage our employees to submit ideas, we listen to their suggestions, and we help them develop to their maximum potential.

Please also see the University of San Diego's Code of Ethics, USD Policy 1.6 ([www.sandiego.edu/legal/policies/governance/codeofethics.pdf](http://www.sandiego.edu/legal/policies/governance/codeofethics.pdf))

## **CAMPUS LAW ENFORCEMENT AND SECURITY**

### **Enforcement and Arrest Authority**

The University of San Diego, Department of Public Safety is committed to supporting the university's greater mission of excellence in education and public safety service to the community. We pledge ourselves to a continuing partnership with the campus community to provide a safe and secure



environment through community based policing. The Department of Public Safety is primarily responsible for handling all emergency calls and crimes in progress on USD property. It also investigates all non-violent property crimes that occur on USD property pursuant to a Memorandum of Understanding with the San Diego Police Department. Officers are certified by the state of California and are trained in criminal law, patrol procedures, firearms, use of force, investigations, report writing, first aid, CPR, and in the use of automatic external defibrillators (AED). Ongoing in-service training ensures that officers remain capable and up-to-date in their skills.

The Department of Public Safety is not a sworn agency but is granted the authority to enforce University of San Diego policy as established by the Board of Trustees. Pursuant to a memorandum of understanding (MOU) with the San Diego Police Department (SDPD), SDPD is the primary reporting and investigating agency for all violent crimes occurring on USD property in San Diego. The Department of Public Safety enforces all other crimes occurring within the DPS patrol jurisdiction including alcohol and drug law violations. The Department of Public Safety may call upon the San Diego Police Department to assist with misdemeanor crimes occurring within the DPS patrol jurisdiction. The patrol division of the Department of Public Safety is primarily responsible for handling all emergency calls and crimes in progress but does not have police arrest authority. The Department of Public Safety enjoys a good working relationship with the San Diego Police Department, San Diego County Sheriff's Department, California Highway Patrol, and other local, state, and federal law enforcement agencies, which includes training and cooperative investigations for all crimes. The campus map located on page 71 indicates the Public Safety response and patrol jurisdiction. The Department of Public Safety does not have jurisdictional authority on Public Property or at the Pacific Ridge Apartment Complex (5945 Linda Vista Road, San Diego, CA 92110). When and if the need arises, Public Safety officers are authorized and directed to make a citizen's arrest of any and all persons creating disturbances against the general peace, interfering with the security of campus facilities or grounds, or interfering with or disturbing the safety and general welfare of the USD community. When such a citizen's arrest is necessary, the Department of Public Safety shall promptly notify the San Diego Police Department to come and render assistance as needed and necessary.

Officers are certified by the state of California and receive training in criminal law, patrol procedures, firearms, use of force, investigations, report writing, first aid, cardio pulmonary resuscitation (CPR), and in the use of automatic external defibrillators (AED). Officers also participate annually in collaborative training with other local university agencies and receive training on varying levels of incident command. On-going in-service training ensures that officers remain capable and up to date in their skills.

The Communications Division of the Department of Public Safety coordinates and supports the events and activities of field personnel from a 24-hour dispatch center located on campus. The Department of Public Safety dispatchers answer the department business and campus emergency lines. The County of San Diego currently provides law enforcement radio communications to the Department of Public Safety. The Department of Public Safety dispatchers have direct communications with the San Diego Police Department via phone and radio as well as other law enforcement agencies, including other campus police departments.

Unless otherwise provided for by the Parking Rules and Regulations ([www.sandiego.edu/parking/parking-information/general-parking-information.php](http://www.sandiego.edu/parking/parking-information/general-parking-information.php)), all provisions of the California Vehicle Code relating to traffic shall be applicable on USD property. This includes but is not limited to posted speed

limits, traffic signs, and other traffic control devices. Covered vehicles include but are not limited to automobiles, trucks, motorcycles, motor scooters, electric carts, bicycles, and mopeds. Persons entering USD consent and are subject to enforcement action by officials of the University for violation of any USD regulation, Division 11 of the C.V.C. (Rules of the Road), or any other applicable state law or local ordinance.

### **Enforcement and Arrest Authority – Madrid Center**

The University of San Diego Madrid Center does not have any sworn or commissioned law enforcement personnel on site at the Madrid Center. The university does however contract with *Metro Vacesa* to provide security for the Madrid Center campus. Security personnel have jurisdiction to patrol the Madrid Center but do not have law enforcement arrest authority. *Policia Municipal de Madrid* (Madrid Police) is the primary reporting and investigating agency for all crimes occurring on USD property in Madrid including the Madrid Center. While the University of San Diego and *Metro Vacesa* have a working relationship with *Policia Municipal de Madrid*, neither have any agreements or written memoranda of understanding with *Policia Municipal de Madrid* regarding the investigation of alleged criminal offenses.

### **Enforcement and Arrest Authority – Pacific Ridge Apartments**

The University of San Diego has a written agreement to provide a limited number of students with on-campus student housing at the Pacific Ridge Apartment Complex (Pacific Ridge) across the street from the University of San Diego (5945 Linda Vista Road, San Diego, CA 92110). Pacific Ridge does not have any sworn or commissioned law enforcement personnel on site but does provide general security for the apartment complex. Security personnel have jurisdiction to patrol the Pacific Ridge complex but do not have law enforcement arrest authority. The San Diego Police Department is the primary reporting and investigating agency for all crimes occurring at Pacific Ridge. While security personnel at Pacific Ridge have a working relationship with the San Diego Police Department, neither have any agreements or written memoranda of understanding regarding the investigation of alleged criminal offenses. The University of San Diego Department of Public Safety does not have patrol jurisdiction or the authority to respond to any incidents reported at Pacific Ridge.

### **Criminal Activity Off Campus**

For crimes reported off campus or outside of the DPS patrol jurisdiction, but in San Diego, the San Diego Police Department has primary jurisdiction. This includes jurisdiction over the Pacific Ridge apartment complex and certain non-campus buildings or properties owned and/or controlled by the University. However, the close relationship between the Department of Public Safety and San Diego Police Department allows for SDPD officers to contact the University and provide reports as appropriate and necessary for crimes reported in those locations.

For crimes reported off campus, but in Madrid, *Policia Municipal de Madrid* (Madrid Police) has primary jurisdiction. This includes jurisdiction over student residential facilities, public property, and non-campus buildings or properties owned and/or controlled by the University.

### **Monitoring and Recording**

USD does not monitor or record, through local police agencies, criminal activity committed by students at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities.

## **SECURITY OF AND ACCESS TO UNIVERSITY BUILDINGS, FACILITIES, AND GROUNDS**

Controlling who has access to university buildings, facilities and grounds, and under what circumstances, is an important security concern of the University of San Diego. All members of the university community, including guests and visitors, are expected to comply with this policy. Violation of this policy may result in disciplinary action, up to and including separation from the university.

### **Access to Campus, Buildings and Facilities**

The campus, buildings, and facilities of the university are restricted to students, faculty, administrators, staff and guests of the university, except when part or all of the campus, its buildings or facilities are open to the general public for a designated time or purpose, or when used by non-affiliated groups, organizations or individuals that have been granted or approved by authorized university officials.

When an event on campus is open to the general public, attendees are expected to comply with applicable university policies, rules and procedures and to comply with reasonable behavior expectations. Those who do not comply may be required to leave the campus. The main entrances to buildings on campus are to be open to students, faculty, administrators, staff, and guests of the university during normal operating hours. All university buildings and facilities will be locked when they are not open for general use by those who are authorized or permitted to use them. When a university building or facility is not open for general use and is locked, entry to the building or facility may be controlled or limited by the Department of Public Safety. Advance authorization by an appropriate university official may be required before an individual is permitted access to a university building or facility when the building or facility is locked and not open for general use.

Permission to access the campus, buildings and facilities of the university may be denied or rescinded at any time, in the university's sole and complete discretion. An individual who refuses to leave the campus or a university building or facility after being asked to do so by a university official and/or security personnel will be considered to be trespassing on university property.

### **Identification Cards**

All persons who are on the university campus or participating in university-related activities must provide adequate photo identification, upon request, to any university official and/or security personnel. Any person who refuses to provide the requested identification may be asked to leave the campus.

All employees and students of the university must possess a valid and current university-issued identification card at any time when they are on campus or otherwise engaging in university-related activities. An employee or student is authorized to have only one validly-issued identification card at any given time, except where an employee also is a university student in which case the individual may be issued an employee identification card and a separate student identification card. Individuals who are not employees or students may be granted university-issued identification cards only with advance approval of a Vice President. Access to or use of university facilities or other privileges may be denied without presentation of a valid university identification card. Guests and visitors must carry a valid form of identification with them at all times when on campus or otherwise engaging in university-related activities.



University identification cards are the property of the university and must be presented to authorized university officials upon request. Upon request, a university identification card must be returned to the university. All employees are required to return the university identification cards to Human Resources upon separation from employment.

### **Keys or Other Access Systems**

Keys to university buildings, facilities and other property are the property of the university. Only authorized individuals are permitted to have keys to university buildings, facilities or other property. Those who are permitted to have keys are expected to use the keys only for authorized university-related purposes. Permission to have or use keys to university buildings, facilities or other property may be denied or rescinded at any time and for any reason. “Keys” for the purpose of this policy refers to keys, cards or any other access systems or devices.

Responsibility for safeguarding university keys rests with the individual who has been granted permission to have the key in his or her possession. The duplication or transfer of keys to third parties is expressly prohibited. Lost or stolen keys must be reported promptly to the appropriate building manager, the Department of Public Safety, or Human Resources.

All keys to university buildings, facilities or other property must be immediately returned when an individual is no longer an employee or student of the university, or otherwise upon the request of an authorized university official.

Private locks generally may not be used on university property, unless approval has been given in advance by an authorized university official. If approval is granted, the individual must provide a key to the private lock to appropriate university personnel upon request. For safety or other legitimate purposes, the university reserves the discretion to cut and remove a private lock if the lock has been used without appropriate authorization or a key to the private lock has not been provided to appropriate university personnel.

The university policy concerning Access to University Buildings, Facilities, and Grounds can be found online at [www.sandiego.edu/legal/policies/community/safety/access.pdf](http://www.sandiego.edu/legal/policies/community/safety/access.pdf)

### **Security of and Access to USD On-Campus Student Residential Facilities**

The Department of Public Safety officers routinely patrol the USD campus, including residence halls, and in some cases are assisted by community service officers, who are student employees, that provide extra “eyes and ears” for the Department. The university also has an extensive video surveillance system. Security is a consideration when maintaining USD facilities. Security surveys are conducted daily by the Department of Public Safety, security personnel, and Residential Life staff to examine factors such as landscaping, locks, alarms, propped doors, fire hazards, lighting and malfunctioning emergency phones and/or video surveillance cameras. Any deficiencies found are reported to Facilities Management for corrective action.

The university uses a number of systems based on the unique feature of each building, to monitor the security of and access to residence halls. Access to most of the university residence halls requires a keycard at the exterior entrances. Maher Hall is the only residence hall that does not require a keycard at the exterior entrance, and instead has additional security personnel who patrol and monitor access to the building in the evenings, during the Fall and Spring semesters. Access to all of the university

residence hall rooms requires a keycard at an individual's assigned unit along with a unique pin to access the room. The individual's university identification card serves as the keycard. Access to the university residence halls is assigned by the Department of Residential Life for the students assigned to the residence hall and units therein, and to any faculty, staff, and administrators working and/or living in the facility for a programmatic purpose approved by the university. Additionally, all floor level windows are provided with a sash lock for additional security.

Resident Assistants monitor the residence halls through a duty rotation. Resident Assistants routinely patrol all residential buildings and floors to check for safety and security concerns both inside and outside of each building. Resident Assistants are trained to call the Department of Public Safety and/or a Residential Life professional staff member if a crime occurs, if there is an escalated Student Code of Conduct violation, and/or if an individual's personal welfare requires additional attention.

The residence hall guest policy requires students to escort their guests at all times and guests must have picture identification on their person at all times. Students do not sign in guests at residence hall desks.

### **Security of and Access to Pacific Ridge Apartments**

Pacific Ridge Security Personnel routinely patrol the Pacific Ridge Apartment Complex, including hallways and common areas such as the parking garage, perimeter of the property, pool, and other common area amenities. Pacific Ridge has an extensive video surveillance system and security is a consideration when maintaining the grounds of the complex. Security surveys are conducted daily by security personnel who examine factors such as landscaping, locks, propped doors, fire hazards, lighting and malfunctioning video surveillance cameras. Any deficiencies found are reported to the on-site property management for corrective action. Pacific Ridge security personnel regularly monitor security of and access to the apartment complex 24 hours a day. Unaccompanied guests are required to check in at a kiosk before entry onto the property. All common areas require a key fob to access the area and all apartments require access with a physical key.

A USD Residential Life professional staff member may access a USD leased apartment at Pacific Ridge, in conjunction with Pacific Ridge security and management in order to unlock and access an apartment, in order to conduct a welfare check, and may be accompanied by the San Diego Police Department.

## **PROCEDURES FOR REPORTING CRIME AND OTHER EMERGENCIES**

### **Accurate and Prompt Reporting of Criminal Offenses and Other Emergencies**

The Department of Public Safety has procedures in place to allow for and facilitate the reporting of criminal offenses and other emergencies occurring on campus in a manner consistent with the requirements of the *Clery Act*. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Department of Public Safety in an accurate and timely manner. In response to a reported crime or other emergency occurring within the Department of Public Safety patrol jurisdiction, DPS will dispatch an officer to the appropriate location, conduct a preliminary investigation, and prepare a crime report. If assistance is required from San Diego Police Department, the Department of Public Safety will contact SDPD immediately. When appropriate, the Department of Public Safety will investigate the incident further, or forward

the crime report to the San Diego Police Department for additional follow-up. As applicable and necessary, the Department of Public Safety will forward crime reports to the Office of the Dean of Students for student conduct referrals, or to Human Resources for employee conduct referrals.

To report a crime, suspicious activity, or emergency occurring on the **USD main campus**/within the DPS patrol jurisdiction, contact the Department of Public Safety immediately:

- (619) 260-2222 (emergencies only)
- (619) 260-7777 (non-emergencies)
- Visit the Hughes Administration Center, Room 150
- Activate any blue light phone located throughout campus
- Use USD's Safety Check App or MySanDiego portal Safety Check/Safety Reporting Form

To report a crime occurring at the **Pacific Ridge** Apartment complex, off campus or at a non-campus property in San Diego, contact the San Diego Police Department:

- 9-1-1 (emergencies only)
- (619) 531-2000 (non-emergencies)

To report a crime, suspicious activity, or emergency occurring at the **Madrid Center**, or occurring off campus or at a non-campus property in Madrid, contact the Madrid Center emergency number and/or local law enforcement at:

- +34 640 390 971 (USD Madrid Center Emergency Number)
- 1-1-2 Local Emergency Services in Madrid (911 equivalent)

Individuals may also report incidents or information anonymously at the Department of Public Safety website through an Anonymous Report form. The Anonymous Report form is also designed to provide the Department of Public Safety with crime tips, along with reports in which anonymity is desired. The Anonymous Reporting form can be found online at:

- [www.sandiego.edu/safety/reporting/anonymous.php](http://www.sandiego.edu/safety/reporting/anonymous.php)

USD encourages all individuals to accurately and promptly report all crimes to the Department of Public Safety, the San Diego Police Department, and/or the *Policía Municipal de Madrid* (Madrid Police) when the victim of a crime elects to, or is unable to, make such a report.

In addition to the Department of Public Safety, representatives in the following areas are available to facilitate reporting a crime to the Department of Public Safety for annual statistical disclosure and Timely Warning purposes.

Office:	Title:	Location:	Phone:
Department of Public Safety	Any full-time staff	Hughes Administration Center, Room 150	(619) 260-7777
Academic Affairs	Vice President for Academic Affairs and Provost	Hughes Administration Center, Room 214	(619) 260-4553

Academic Affairs	Dean, College of Arts and Sciences	Founders Hall, Room 114	(619) 260-4545
Academic Affairs	Dean, School of Business	Olin Hall, Room 341	(619) 260-4886
Academic Affairs	Dean, School of Leadership and Education Sciences	Mother Rosalie Hill Hall, Room 205	(619) 260-4577
Academic Affairs	Dean, School of Law	Warren Hall, Room 200	(619) 260-4527
Academic Affairs	Dean, Hahn School of Nursing and Health Science	Hahn School of Nursing, Room 211	(619) 260-4566
Academic Affairs	Dean, Joan B. Kroc School of Peace Studies	Kroc Institute for Peace & Justice, Room 241	(619) 260-7795
Academic Affairs	Dean, Shiley-Marcos School of Engineering	Loma Hall, Room 336	(619) 260-4627
Student Affairs	Vice President, Student Affairs	University Center Room 232	(619) 260-4588
Student Affairs	Assistant Vice President and Dean of Students	University Center Room 232	(619) 260-4588
Law Student Affairs	Assistant Dean, Law Student Affairs	Warren Hall, Room 218	(619) 260-6851
Human Resources	Director, Title IX, EEO Programs and Employee Relations	Maher Hall, Room 101	(619) 260-4594
Human Resources	Associate Vice President and Chief Human Resources Officer	Maher Hall, Room 101	(619) 260-4594
International Center	Director, International Studies Abroad	Serra Hall, Room 201	(619) 260-4598

If a sex offense should occur within the DPS patrol jurisdiction, staff on scene, including the Department of Public Safety, will offer the victim/survivor a wide variety of services and resources. At the University of San Diego, Student Wellness CARE Advocates (specially trained USD community members who provide support to USD students who are impacted by Sexual Misconduct or Relationship Violence) are available to assist sexual assault victim/survivors 24 hours a day. More information regarding the Sexual Misconduct and Relationship Violence Reporting and Response Standards and Protocols, as well as on and off-campus resources, is included in this publication and online at [www.sandiego.edu/conduct/the-code/university-policies/sexual-assault-standards.php](http://www.sandiego.edu/conduct/the-code/university-policies/sexual-assault-standards.php)

In the event that a reported incident manifests evidence of a hate crime or an act of intolerance, the Department of Public Safety will coordinate with multiple offices on campus to provide support services, facilitate an investigation, and determine an appropriate response. If a reported incident involves a hate crime, the Department of Public Safety and/or the San Diego Police Department will be responsible for the investigation. If a reported incident does not constitute a hate crime, but involves an alleged act of intolerance, the incident will be investigated by other designated university officials. Reports against a student(s), will be forwarded to the Dean of Students. Reports against an employee(s) (staff/administrators) will be forwarded to Human Resources, while reports against faculty will be forwarded to the Vice President and Provost, and/or to the respective Dean. As appropriate and necessary, a Critical Issues Response Team (CIRT) will be activated to review the incident and determine the appropriate response. For the complete Hate Crimes and Acts of Intolerance Response Procedures please visit:

[www.sandiego.edu/safety/reporting/hate-crimes/response.php](http://www.sandiego.edu/safety/reporting/hate-crimes/response.php)

### **Voluntary Confidential Reporting and Anonymous Reporting**

Occasionally, victims or witnesses of crime wish to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice or university judicial systems.

The University of San Diego does not have any policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis, for inclusion in the annual disclosure of crime statistics. The university does however have procedures in place that allow victims or witnesses to report crimes on an anonymous basis. The purpose of anonymous reporting is to comply with an individual's wish to keep their identity anonymous while taking steps to ensure the future safety of the reporting individual and others. The Anonymous Report form can be found online at:

[www.sandiego.edu/safety/reporting/anonymous.php](http://www.sandiego.edu/safety/reporting/anonymous.php).

Crimes reported anonymously are included in the annual statistical disclosure and considered for Timely Warning purposes.

### **Pastoral and Professional Counselors**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. While the university does not have any policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, pastoral and professional counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes for inclusion in the annual disclosure of crime statistics.

The rulemaking committee defines counselors as:

- *Pastoral Counselor*: An employee of an institution, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

- *Professional Counselor*: An employee of an institution whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

As allowed by the *Clery Act*, pastoral and professional counselors who receive confidential reports are not required to report these crimes to the Department of Public Safety for inclusion into the annual disclosure of crime statistics or for the purpose of a Timely Warning. The University of San Diego however, encourages individuals in these roles to report crimes to the Department of Public Safety for these purposes if and when they deem appropriate.

## **TIMELY WARNING POLICY AND PROCEDURES**

The University of San Diego Department of Public Safety is responsible for issuing timely warnings in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Timely warnings will be issued in response to reported Clery Act crimes committed either on campus or at other locations considered to be within the university's Clery Act geography that in the judgment of the university, constitute a serious or continuing threat to students and employees.

Anyone with information believed to warrant a timely warning should promptly report the circumstances to the Department of Public Safety by phone at (619) 260-2222 or in person at the dispatch center in the Hughes Administration Center, Room 150. The Department of Public Safety will consult, as appropriate and necessary, with other university officials regarding whether a timely warning should be issued. The decision to issue a timely warning will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime and the continuing danger or risk to the campus community. The decision will be made in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar crimes.

When a determination is made that a timely warning should be issued, the Department of Public Safety, or its designee, will take appropriate steps to ensure timely notification to the campus community. Timely warnings primarily will be issued through the university's mass notification system (phone, text, and email). Additional options for notification include, but are not necessarily limited to, the outdoor notification system, campus-wide e-mails, physical postings on doors and bulletin boards, the MySanDiego portal, the Vista newspaper, the Department of Public Safety website, or the university's website. The warnings will include some or all of the following information: the date, time and location of the reported crime; a summary of the incident; a description of the suspect and/or vehicle, if available; and any other special instructions or incident specific safety tips.

The university policy concerning Timely Warnings can be found at [www.sandiego.edu/safety/documents/Policy-2.4.3.pdf](http://www.sandiego.edu/safety/documents/Policy-2.4.3.pdf)



### **Other Crime, Safety, or Security Alerts**

Some reported crimes or other incidents that occur either on campus or off campus may not meet the criteria for a timely warning or emergency notification under the Clery Act, but still have the potential to impact the campus community. The Department of Public Safety, or its designee, will evaluate these situations on a case-by-case basis and, when deemed appropriate under the circumstances, will release crime alerts, safety alerts, or security alerts. The alerts may include physical postings in the impacted area, announcements sent through the MySanDiego portal, and/or announcements on the Department of Public Safety or university websites. The alerts typically will contain a concise summary of the reported incident, directions to contact the Department of Public Safety to provide additional information, and, depending on the circumstances, specific crime prevention or personal security tips recommended by the Department of Public Safety.

These alerts are not intended to serve as Timely Warning Notifications and therefore the same procedures and criteria used for issuing Timely Warning Notices will not be followed when issuing these alerts.

### **Daily Crime and Fire Log**

The University of San Diego's policy is to comply with the *Clery Act*. As a component of compliance, the USD Daily Crime & Fire Log ([www.sandiego.edu/safety/clery-act-compliance/usd-daily-crime-log.php](http://www.sandiego.edu/safety/clery-act-compliance/usd-daily-crime-log.php)), as well as the Madrid Center Daily Crime Log ([www.sandiego.edu/safety/clery-act-compliance/madrid-center-daily-crime-log.php](http://www.sandiego.edu/safety/clery-act-compliance/madrid-center-daily-crime-log.php)), is written and updated by personnel within the Department of Public Safety. The Daily Crime Log contains information regarding crimes reported to have occurred within the University of San Diego Clery reportable geography. The Daily Fire Log contains information regarding fires reported to have occurred within any identified on-campus student residential facilities. The most recent 60 days are available for public inspection at any time in person at the Hughes Administration Center, Room 150, or online. Archived logs are available upon request within two business days by emailing [publicsafety@sandiego.edu](mailto:publicsafety@sandiego.edu).

## **SECURITY PROGRAMS, SERVICES & RESOURCES**

### **Security Awareness and Crime Prevention Programs**

The Department of Public Safety recognizes the key role education plays in generating security-conscious behavior. Therefore, security awareness and crime prevention programs are designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others. Security awareness and crime prevention programs are offered in a variety of formats and can be tailored to meet the changing needs of the campus community. Programs are open to all campus community members and are regularly scheduled throughout the year. Programs address topics such as sexual assault awareness, crime prevention tactics, and personal safety when on or off campus, but can include a variety of other safety and security information. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own security and the security of others. Individuals and groups are encouraged to contact the Department of Public Safety to schedule a program, or to visit the Department of Public Safety website at [www.sandiego.edu/safety](http://www.sandiego.edu/safety) for more information.

Listed below is a sample of the security awareness and crime prevention programs and actions taken by the Department of Public Safety, in the preceding 18 months, to increase safety on campus:

**Active Assailant Training:** All new faculty and employees receive training on how to respond during an active assailant incident on campus. New employee training is conducted monthly by the Department of Public Safety personnel.

**Athletics: Staying Safe at USD:** Prior to the start of each school year, all new student-athletes receive specific training on crime prevention, emergency procedures, and emergency notification. Student-athletes are also given information on how to contact the Department of Public Safety, bystander intervention, risk reduction, and alcohol and other drug-related prevention services.

**Community on Patrol (COP):** The COP initiative is aimed at raising safety and crime prevention awareness throughout the campus community (students, faculty, staff, and administrators). The goal is to increase the community's ability to recognize, identify, and prevent many of the typical crimes that Public Safety sees occurring on the university's campus. By increasing the eyes and ears of Public Safety, we increase our ability to respond to and stop crimes that may be occurring within our community. The COP initiative is an ongoing program and is offered to both students and employees.

**Community Director and Resident Assistant Security Training:** the Department of Public Safety equips Community Directors and Resident Assistants with the knowledge and tools they need for conducting their own basic crime prevention discussions in their residence halls by providing them with a specialized security training each fall.

**Campus Crime and Safety Alerts:** In addition to USD's Emergency Notification and Timely Warning Procedures, the Department of Public Safety may also issue crime and/or safety alerts on a case-by-case basis. Public Safety will publish and distribute a crime and/or safety alert to notify the campus community as quickly as possible. These alerts are available online ([www.sandiego.edu/safety/prevention/alerts.php](http://www.sandiego.edu/safety/prevention/alerts.php)), and in some cases are also posted in an impacted area or in residence halls through coordination with Residential Life professional staff.

**Emergency Mass Notification Systems:** In the event of an emergency, the Department of Public Safety will employ either or both of our all-campus alert systems. The mass notification system will send a combination of text, email, and voicemail messages concurrently to every community member (student, faculty and staff). Additionally, our outdoor notification system allows the Department of Public Safety to broadcast campus alerts as necessary through speakers located around campus. All community members are encouraged to keep their contact information updated on the MySanDiego portal so that they may receive these critical announcements.

**Emergency Preparedness Training:** Emergency Preparedness trainings are provided on an ongoing basis, throughout the year, to the entire campus community. Trainings address topics such as basic preparedness for home and/or the workplace, the types of local threats you should prepare for, how an emergency preparedness kit can help during an emergency, and how to establish a basic preparedness plan for you and your family.

**Emergency Telephones:** Emergency telephones are located throughout the main campus ([www.sandiego.edu/safety/documents/E-Phones.pdf](http://www.sandiego.edu/safety/documents/E-Phones.pdf)). All of these phones are marked as emergency telephones and many of them are marked by a blue light on top of the phone. The phones are connected to Public Safety's 24-hour Dispatch Center and identify the phone's location if the caller is unable to talk. The phones can be used to request a safety escort, report suspicious activity, and to report crimes. Some tower phones are also equipped with outdoor notification speakers and video surveillance cameras.

**Orientation Programs:** the Department of Public Safety personnel participate in orientation programs to help educate new students and new employees on crime prevention, security awareness, and fire safety. New student orientation programs occur at the beginning of each semester, and new employee orientation programs occur on a regular/monthly basis in coordination with Human Resources.

**Personal and Office Safety Programs:** As requested throughout the year, Department of Public Safety officers will present personal and office safety and security programs to interested groups, individuals, or offices. Topics may include general office safety tips, sexual assault, substance abuse, general crime prevention, fire safety, and safety abroad.

**Property Identification:** In addition to encouraging on-going basic theft prevention (i.e. bicycle registration, property identification, keeping records of serial numbers and descriptions of valuable items, etc.), the Department of Public Safety also offers engraving of personal property, free of charge, for all campus community members.

**Rape Aggression Defense (R.A.D.):** R.A.D. is a unique crime prevention program that focuses on women's safety and self-defense techniques. The R.A.D. program focuses on the realistic development of self-defense options for women in situations of imminent or actual attack. The techniques taught in a R.A.D. course require no special equipment or skills, and become instinctive with repetition. R.A.D. is for women only and is open to all community members. Classes are taught continuously throughout the year. Class and contact information is available online at [www.sandiego.edu/safety/prevention/rad.php](http://www.sandiego.edu/safety/prevention/rad.php).

**Resident Hall Floor Meetings:** The Department of Public Safety collaborates with Residential Life staff on individual residence hall meetings at the beginning of every fall semester. Topics such as crime prevention, security awareness, and emergency preparedness are covered. Additionally, students are encouraged to ask questions and elaborate on information or experiences they have encountered while on campus.

**Resource Fairs:** The Department of Public Safety personnel are available at various orientation events and campus resource fairs to provide information, tips, and crime prevention techniques that encourage individuals to be responsible for their own security and the security of others. Some resources fairs include the Alcalá Bazaar (fall and spring semester), Law School Orientation (fall semester), Graduate Student Resource Fair (fall semester), and the annual Benefits Fair for employees.

**Safety Escort Service:** The Department of Public Safety provides safety escort services on main campus, 24 hours a day, for campus community members that request them. Simply contact the Department of Public Safety by calling (619) 260-7777 or use any blue emergency

phone and a DPS officer will respond to your location and escort you to your desired on-campus location (i.e. classroom, parking lot, residence hall, etc.).

**Security Surveys:** Upon request, the Department of Public Safety will conduct security surveys of main campus offices and residence halls. DPS recognizes that various work and living environments require additional review to enhance the security and safety of those involved.

**USD SafetyCheck:** USD SafetyCheck is a feature within the MySDMobile App and allows the campus community to do the following: contact Public Safety if you need assistance or are in an emergency; notify USD that you are safe during an emergency; register side trips while studying abroad; report safety concerns; request a safety escort from Public Safety; store emergency contact information; and quickly check out important safety tips. The MySDMobile App can be downloaded for free from iTunes.

**Video Surveillance:** Video surveillance cameras are located throughout main campus and assist the Department of Public Safety in the prevention and investigation of crimes on campus.

### **Safety Precautions**

Additionally, as part of the university's ongoing assessment of safety on campus, the following changes in safety precautions are anticipated to be made during the next 24 months:

- Upgrade the university camera safety system
- Upgrade the university radio communication system
- Provide additional safety trainings and resources to the campus community
- Install and implement new locking control devices for buildings
- Implement Body worn cameras for Public Safety Officers
- Install emergency display boards on trams and at select tram stops
- Provide enhanced campus wide emergency preparedness training for employees and students
- Improve the university's mass notification system

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The University of San Diego has policies in place regarding immediate emergency response procedures as well as policies regarding evacuation procedures. In the event that a situation should arise that warrants the use of these policies, information on the policies and how the campus community will be notified of such an emergency, is included in this section of the Annual Security and Fire Safety Report.

### **Emergency Notification**

Pursuant to the requirements of the Clery Act, the Department of Public Safety, or its designee, will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. In those instances, the Department of Public Safety, or its designee, will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities (including, but not limited to, the Department of Public Safety,

San Diego Police Department, San Diego Fire Department, National Weather Service, City and County of San Diego, or other emergency medical services), compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Anyone with information believed to warrant immediate notification should promptly report the circumstances to the Department of Public Safety by phone at (619) 260-2222, in person at the Hughes Administration Center, Room 150, or by using an emergency phone on campus.

Once information constituting an immediate threat is received, the Assistant Vice President for Public Safety (Chief), or designee, in conjunction with other university administrators, local first responders and/or the National Weather Service, is responsible for confirming whether a significant emergency or dangerous situation exists and, if so, which segment or segments of the campus community will receive the notification depending upon whether the threat is limited to a particular building or segment of the community. The Assistant Vice President for Public Safety (Chief), or designee, will assess each threat on a case-by-case basis and will notify the entire campus community when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. The Assistant Vice President for Public Safety (Chief), or designee, will continually assess and monitor each situation and may notify additional segments of the campus community if a situation warrants such action. The Assistant Vice President for Public Safety (Chief), or designee, is also responsible for activating the emergency notification procedures by developing the content of the message and initiating the notification system(s). The content of an emergency notification originates from a pre-existing template developed by the Department of Public Safety and reviewed on an on-going basis by individuals in the Department of Public Safety and University Communications. The Assistant Vice President for Public Safety (Chief), or designee, will determine how much information is appropriate to disseminate at different points in time. Depending on what segment(s) of the community the notification targets, the content may differ. The Chief will attempt to contact and advise the appropriate Vice President or other senior administrative designee, but will not delay notification if they are not immediately available.

The notification to the campus community will be done by activating the university's mass notification system. This content will be developed and initiated by the Assistant Vice President for Public Safety (Chief), or designee. The University's mass notification system disseminates emergency information to the campus community via concurrent voicemail, text and email notifications. The outdoor notification system may also be used to immediately notify the campus community and is equipped to broadcast announcements and siren tones over outdoor and indoor speakers located throughout campus. The Department of Public Safety may also collaborate with Information Technology Services to post pertinent information on closed-circuit televisions and electronic marquees throughout campus and the university website. When possible, other notification methods may include campus-wide emails, physical posting on doors and bulletin boards, MySanDiego portal announcements, and/or the Department of Public Safety website and the university website. If any of these systems fail, or the University deems it appropriate, in person communication may be used to communicate an emergency.

University Communications will also coordinate, as appropriate and necessary, with local media to provide current and timely information for campus emergencies to the larger non-USD community. The University of San Diego may additionally utilize social media (Twitter, Facebook, etc.) or other

supplemental resources to disseminate emergency information to the larger USD community, alumni, family, and media-related organizations. Social media sites also serve as redundant (back-up) contingency sites should the USD web pages and server sites become overwhelmed by visitor overload during a crisis. In addition, the City and County of San Diego may use social media and their mass notification systems into and throughout the University of San Diego campus community, the adjacent Linda Vista community, and/or the entire county by use of cellular Wireless Emergency Alerts (WEA), to registered telephone and e-mail addresses. Wireless Emergency Alerts (WEA) are emergency notifications sent from local, state, or federal officials that are broadcast to cell phones in a geo-targeted area, alerting subscribers about an emergency, and with important, but limited information such as the emergency's location, what actions residents should take, and how they can find out more information by directing people to local media and/or officials for additional details. "AlertSanDiego" is a regional notification system that will be able to send telephone notifications to residents and businesses within San Diego County impacted by, or in danger of being impacted by, an emergency or disaster, and may include University of San Diego registrants who have subscribed to the system. The University of San Diego may also relay to the campus community, through its mass notification system, information, advisories, and alerts received by the City and County of San Diego public safety officials.

When there is an immediate threat to the health or safety of the students or employees occurring on campus, The University of San Diego will provide appropriate follow-up information regarding the incident using the university's mass notification system.

Additional information regarding the university's emergency procedures is available at [www.sandiego.edu/safety/emergency](http://www.sandiego.edu/safety/emergency).

### **Evacuation Procedures**

Some threats to the USD community may require occupants to immediately evacuate buildings or to seek shelter within buildings. Evacuation of buildings will be signaled by activation of the audible fire alarm evacuation systems. The assembly locations on-campus have been predetermined and are practiced during evacuation exercises throughout the year. In the event an emergency occurs which dictates safety be sought within university buildings, appropriate information will be announced via the university's mass notification system, as well as over the Department of Public Safety patrol vehicle public address systems, if possible. For more information about USD's on-campus evacuation procedures, including evacuation assembly areas and building safety representatives, please visit the following website and log in with your MySanDiego username and password: [www.sandiego.edu/emergency/procedures/evacuation](http://www.sandiego.edu/emergency/procedures/evacuation).

In the event of an emergency occurring at the Pacific Ridge Apartment complex, evacuation will be signaled by activation of audible alarms as well as a mass email and text message sent to all residents of the complex. Additionally, maintenance, security and/or office staff will patrol the complex or impacted areas letting residents know to leave the building.

### **Annual Notification and Testing of Emergency Response Procedures**

The University will, on an annual basis, provide the campus community with a summary of the USD emergency response and evacuation procedures in conjunction with a system-wide test (scheduled exercises and drills that contain follow-through activities and are designed for assessment and evaluation of emergency plans and capabilities) that meets all of the requirements of the Higher



Education Opportunity Act. The University conducts several emergency response exercises throughout the year in the form of Emergency Operations Center tabletop exercises, earthquake drills, campus active shooter training and other situation-specific tests, and may include all or segments of the campus community. These tests may be announced and unannounced. Emergency mass notification system tests are conducted regularly. Planned activations will be disseminated to the entire campus community by any or all of the following methods: mass email, MySanDiego portal announcements, and the Department of Public Safety website announcements. At a minimum, all on campus student residential facilities (sans the Pacific Ridge Apartment Complex) have two publicized evacuation drills annually. Fire alarms for on-campus buildings (sans the Pacific Ridge Apartment Complex) are tested on an annual basis. Testing of complete campus-wide activation of emergency response and evacuation procedures is conducted a minimum of once a year, usually in conjunction with the state wide Great California ShakeOut ([www.shakeout.org](http://www.shakeout.org)).

Records for each emergency response and evacuation tests will be maintained including information such as the description of the exercise, time and date of the test, and whether the test was announced or unannounced.

### **Emergency Preparedness/Response Guides**

In advance of a scheduled activation of emergency response procedures, the entire campus community will receive information regarding the specific procedures to follow as it pertains to the emergency/disaster response being tested via a campus-wide email. The University maintains an Emergency Preparedness website that offers detailed emergency response recommendations, [www.sandiego.edu/emergency](http://www.sandiego.edu/emergency). Additionally, the Department of Public Safety and Residential Life staff collaborate on one large group meeting for new and transfer students, and one individual “floor” meeting for resident students covering basic emergency preparedness and response procedures, including shelter-in-place and evacuation guidelines, held at the beginning of each semester.

In the event of a(n):

### **...ACTIVE SHOOTER**

**NOTE:** An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for an active shooter event are listed below.

The potential for a school shooting exists on every campus throughout the United States. Although the possession of firearms on or around the campus is prohibited, previous local and national shootings dictate the importance and need for a response plan. In the event you observe an individual with any type of weapon on the main campus, immediately contact Public Safety at (619) 260-2222. In the event you observe an individual with any type of weapon at the Pacific Ridge Apartment Complex or a non-campus location in the United States, immediately contact local law enforcement by dialing 9-1-1. In the event you observe an individual with any type of weapon on the Madrid Center campus, immediately contact the *Policia Municipal de Madrid* by calling 1-1-2, notify security personnel on site, and/or notify the USD Madrid staff by calling the USD Madrid Center Emergency number at +34 640 390 971.

**In an Active Shooter Emergency:**

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

**1. Run. Getting Out:**

- Have an escape route and plan in mind.
- You will have to rely partially on instinct.
- If you can and you deem it safe, get out and get to a safe place.
- Leave your belongings behind, but take your cell phone if it is handy.
- Keep your hands visible.

**2. Hide. Hiding in a Safe Place:**

- Hide in an area out of the shooter's view. Find a hidden location.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone and/or pager.
- Find protection behind furniture if possible.
- Find a room that locks if you can.
- If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects.
- Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- Make a plan with others in the room about what you will do if the shooter enters.
- Make a total commitment to action and act as a team with others.
- Do whatever is necessary to survive the situation.
- If possible and safe to do so, report the location of the assailant.

**3. Fight**

- As the last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the active shooter.

**If Outside When a Shooting Occurs:**

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from Public Safety and/or law enforcement personnel.

**If a Suspect is in Close Proximity:**

- An individual must use his/her own discretion about when he or she must engage a

shooter for survival.

- Generally, one can lie motionless and pretend to be unconscious or confront the individual.
- Make a plan as to how you will survive the situation.
- Make a total commitment to action and act as a team with others if possible.
- Do whatever is necessary to survive the situation.

### **Help Out:**

- Warn others.
- Help others escape.
- Keep others away from the danger area.
- Help the injured.
- Help others stay calm.

### **Calling for Help:**

- If safe to do so, call the appropriate authorities. Do not assume that someone else has reported the incident.
- If you are on the main campus, call the Department of Public Safety at (619) 260-2222
- If you are at the Pacific Ridge Apartment Complex or a non-campus location in the United States, call 9-1-1
- If you are at the Madrid Center, call 1-1-2 (Madrid Police)
- Be persistent; phones may be jammed.
- Calmly identify yourself and your exact location. Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the suspect. Note height, weight, sex race, approximate age, hair color, clothing, scars/marks/tattoos, method and direction of travel, and name if known.
- If the suspect is entering a vehicle, note color, make and model, body style (2-door, 4-door), license plate, and special details or outstanding characteristics (like damage or bumper stickers). All of this takes only a few seconds and is of the utmost help to the responding officers.
- Although you are not expected to know all of the answers, answer them to the best of your ability. Even though you may think the questioning is wasting valuable time, the information you provide will enable Public Safety dispatchers to dispatch officers and other emergency personnel safely and effectively.

### **During your call to USD Public Safety and/or local law enforcement, you may be asked questions, such as:**

- Where are you? What is the specific location of occurrence?
- What exactly is happening and how do you know? Is it still happening?
- Suspect Description?
- Where is the suspect now? What was his/her last known direction of travel?
- Do you know who the suspect(s) is? If yes, identify them and provide any background knowledge you may have.

- What types of weapons were used? Describe the weapon(s) or other dangerous object(s) if possible, and any visible ammunition:
  - Rifle?
  - Shotgun?
  - Handgun: revolver or automatic?
  - Ammunition: describe type, amount and type of container (metal box, cardboard box, backpack pockets and others)?
  - Knife or other dangerous weapons?
  - Explosive device: Give specific description
- Were any shots fired? Can you describe the sound and the number of shots fired?
- Are there any wounded and how many? Where are they located?

#### **When Law Enforcement Arrives:**

- When law enforcement reaches you, do not run at them or make sudden movements.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Remain calm and follow instructions.
- Be quiet and compliant.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones). Put down any items in your hands (i.e. bags, jackets)
- Show the officers your empty hands and follow their instructions.
- Raise hands and spread fingers
- Do not stop to ask officers for help or direction when evacuating.
- Give the number of shooters.
- Give the location and physical description of the shooter.
- Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.

#### **In the Event that there are Hostages:**

- Call **USD Public Safety and/or local law enforcement** for help and be prepared to give the following information:
  - Identify hostage location in building or area
  - Number of assailants, if known
  - Number of hostages, if known
  - Identity of assailants, if known
  - Any description of assailants and weapons
  - Any demands made by the assailant(s)
- If you are at a distance, move away from the location to a safer area.
- If you can do so safely, evacuate the area to a safer location.
- If possible, provide the above information to a Public Safety or Law Enforcement officer once you are in a secure location.

As soon as the Department of Public Safety is aware of an incident, officers will work quickly with other law enforcement officials to safely secure the campus. Situation status updates will be broadcast over the emergency mass notification and outdoor notification systems as soon as possible. The USD website will also be updated as soon as possible with critical information bulletins.

### **...BOMB THREAT**

#### **If you receive a bomb threat:**

- Stay calm and courteous.
- Keep the bomb threat caller talking.
- Try to signal a co-worker to listen on the telephone line, if possible.
- Ask for specific bomb location and time of detonation.
- Gather as much information from the caller as possible.
- Write down the information.
- Listen for background noises.
- Listen closely to the voice for accents, speech impediments or age indications.
- If you are on the main campus, immediately call the Department of Public Safety at (619) 260-2222.
- If you are at the Pacific Ridge Apartment Complex or a non-campus location in the United States, immediately contact local law enforcement by dialing 9-1-1
- If you are at the Madrid Center, immediately notify the *Policia Municipal de Madrid* by calling 1-1-2, notify security personnel on site, and/or notify the USD Madrid staff by calling the USD Madrid Center Emergency number at +34 640 390 971.

### **...EARTHQUAKE**

#### **During an Earthquake**

During an earthquake, stay as safe as possible. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

#### **If Indoors:**

- DROP to the ground. Take COVER by getting under a sturdy table or other piece of furniture. HOLD ON until the shaking stops.
- If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.

- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- In a lab, exit the lab to the corridor. Duck and cover near an interior wall.
- DO NOT use the elevators.

**If Outdoors:**

- Stay there.
- Move away from buildings, streetlights and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass and falling objects.

**If in a Moving Vehicle:**

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges or ramps that might have been damaged by the earthquake.

**If Trapped under Debris:**

- DO NOT light a match.
- DO NOT move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

**After an Earthquake:**

- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks or even months after the quake. An earthquake may be a foreshock of stronger earthquake that has yet to occur in the days, weeks, or months that follow an earthquake.
- Do not enter any building that has sustained any visible damage (cracked or broken windows, cracked walls or siding, tilted door frames, etc.) following an earthquake. The building infrastructure may have sustained damage that is not visible. Do not enter a building until the building has been inspected and an “all-clear” has been issued by the campus to re-enter the building. Many of the thousands of fatalities in the 1985 Mexico City earthquake were sustained when people re-entered damaged buildings and were killed when the buildings collapsed following significant aftershocks.
- Listen to a battery-operated radio or television. Listen for the latest emergency information.
- Use the telephone only for emergency calls.



- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire or relief organizations. Return home only when authorities say it is safe.
- Be aware of possible tsunamis if you live in coastal areas. These are also known as seismic sea waves (mistakenly called "tidal waves"). When local authorities issue a tsunami warning, assume that a series of dangerous waves is on the way. Stay away from the beach.
- Help injured or trapped persons. Remember to help your neighbors who may require special assistance such as infants, the elderly, and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.
- Inspect the entire length of chimneys for damage. Unnoticed damage could lead to a fire.
- Inspect utilities.
  - Check for gas leaks. If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.
  - Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
  - Check for sewage and water lines damage. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes.

## ...EXPLOSION

### If there is an explosion:

- Immediately take cover under tables, desks or other such objects that will give protection against flying glass and debris.
- After the effects of the explosion have subsided, if you are on the main campus, immediately call the Department of Public Safety at (619) 260-2222.
- If you are at the Pacific Ridge Apartment Complex or a non-campus location in the United States, immediately contact local law enforcement by dialing 9-1-1.
- If you are at the Madrid Center, immediately notify the *Policia Municipal de Madrid* by calling 1-1-2, notify security personnel on site, and/or notify the USD Madrid staff by calling the USD Madrid Center Emergency number at +34 640 390 971.
- Try to establish what exploded, the extent of the damage and possible life-threatening hazards to determine your next course of action.
- Take immediate action to ensure your safety and the safety of others. Evacuate according to your building plan if necessary; otherwise, remain in your place of cover. If necessary, activate the building alarm system.

- Seek and assist any disabled persons in evacuating the building. Exit via stairway. **DO NOT USE ELEVATORS.**
- If you evacuate, go to an area upwind from the explosion site to avoid possible toxic fumes. Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
- **WAIT FOR INSTRUCTIONS** from emergency personnel. **DO NOT RE-ENTER THE BUILDING** until instructed to do so by the Public Safety Department or other properly identified emergency personnel.

### ...FIRE

If you discover a fire in a building on campus:

- Alert the occupants verbally and by pulling the emergency alarms, and evacuate the building.
- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Seek and assist any disabled or mobility impaired persons in evacuating the building. Exit via stairway. If unable to evacuate disabled or immobile person, use an “Area of Rescue Assistance”. An “Area of Rescue Assistance” is defined as an area where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation.
- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Once outside, move to an open area at least 150 feet away from the effected building(s).
- Avoid inner courtyards.
- If on the main campus, each occupant should report to their assigned assembly area. Building Safety managers should report to their assigned assembly area and make sure that occupants have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.
- If you are on the main campus, immediately call the Department of Public Safety at (619) 260-2222. They will notify the fire department and guide them as quickly as possible to the location of the fire.
- If you are at the Madrid Center, immediate notify the *Policia Municipal de Madrid* by calling 1-1-2, notify security personnel on site, and/or notify the USD Madrid staff by calling the USD Madrid Center Emergency number at +34 640 390 971.

- Keep roadways and walkways clear for emergency vehicles.
- Wait for the instructions from Public Safety or emergency personnel on-site. **DO NOT REENTER THE BUILDING UNLESS INSTRUCTED TO DO SO BY A FIRE OFFICIAL OR SAFETY PERSONNEL.**

If you discover a fire at the Pacific Ridge Apartment Complex:

- If you are able to leave your room
  - Close your unit door, and take your unit key with you.
  - If there is smoke, stay low to the ground.
  - Use stairways to evacuate.
  - Never use elevators during a fire. They could stop at floors that contain fire.
  - Handicapped persons should proceed to stairwell for assistance.
  - Pull the closest fire alarm and warn other people in the area.
  - If there is a telephone available dial 9-1-1.
- If trapped in your room
  - If your front door is hot, don't open it.
  - Call the Fire Department at 9-1-1.
  - Wedge cloth material along the bottom of the door to keep smoke out.
  - Close as many doors as possible between you and the fire.
  - Block air conditioning vents if there is smoke coming in.
  - Open windows cautiously so as not to allow outside smoke to enter the room. Remember, if you have broken the window, you cannot close it again if you need to.

### **...GAS LEAK/LINE BREAK**

**If there is a gas leak or water/sewage line break:**

- If evacuation of the building is necessary, exit via stairway. **DO NOT USE ELEVATORS.**
- Seek and assist any disabled persons in evacuating the building.
- Evacuate to an area away and downwind from the leak or break.
- Do not turn lights on or off and extinguish all flames if possible to do so safely.
- If you are on campus between 7:30 a.m. and 4 p.m., notify Facilities Management at (619) 260-4250.
- If you are on campus after hours, or are unable to notify Facilities Management, notify Public Safety at (619) 260-2222 or deliver a message to Public Safety in their office located in Hughes Center, Room 150.
- If you are at Pacific Ridge, notify security personnel on site and contact maintenance at 619-866-3311.
- If you are at a non-campus location in the United States, immediately contact local law enforcement by dialing 9-1-1.
- If you are at the Madrid Center, immediately notify the *Policia Municipal de Madrid* by calling 1-1-2, notify security personnel on site, and/or notify the USD Madrid staff by calling the USD Madrid Center Emergency number at +34 640 390 971.

### **...HAZARDOUS MATERIALS**

**If there are hazardous materials:**

- **Chemicals and Solvents.** If immediate fire hazard exists or medical assistance is required on campus, call Public Safety at ext. 2222 or (619) 260-2222, activate alarm, evacuate area and await assistance.
- **Radioactive Material**
  - If skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area thoroughly under a cold stream of water.
  - Keep all personnel away from the area of the spill.
  - If you are on campus:
    - Notify the Environmental Health and Safety Manager at (619) 260-2226.
    - Notify Public Safety at (619) 260-2222.
  - If you are at Pacific Ridge, notify security personnel on site and call 9-1-1.
  - If you are at the Madrid Center:
    - Notify the *Policia Municipal de Madrid* by calling 1-1-2
    - Notify the USD Madrid staff by calling the USD Madrid Center Emergency number at +34 640 390 971.
- **Ingestion of Radioactive Material.** Accidental ingestion or swallowing of radioactive material should be treated like other types of poisoning. Large volumes of water should be swallowed, followed by throat stimulation by the fingers to induce vomiting. If on campus, call Public Safety at (619) 260-2222. If you are at Pacific Ridge, call 9-1-1. If you are at the Madrid Center call 1-1-2.
- **For spills not involving immediate danger to life and/or property.** Any spill on campus that can potentially cause injury to a person or property must be reported to the Environmental Health and Safety Manager at (619) 260-2226 and Public Safety at or (619) 260-2222. If you are at Pacific Ridge, call 9-1-1. If you are at the Madrid Center, notify the *Policia Municipal de Madrid* by calling 1-1-2 and/or notify the USD Madrid staff by calling the USD Madrid Center Emergency number at +34 640 390 971.
  - Confine the spill.
  - Evacuate the immediate area and limit access.
  - Notify area supervisor.

## ...NUCLEAR RADIATION

### **If there is a nuclear power plant emergency:**

Nuclear power plants use the heat generated from nuclear fission in a contained environment to convert water to steam, which powers generators to produce electricity. Nuclear power plants operate in most states in the country and produce about 20 percent of the nation's power. Nearly 3 million Americans live within 10 miles of an operating nuclear power plant.

Although the construction and operation of these facilities are closely monitored and regulated by the Nuclear Regulatory Commission (NRC), accidents are possible. An accident could result in dangerous levels of radiation that could affect the health and safety of the public living near the nuclear power plant.

Local and state governments, federal agencies, and the electric utilities have emergency

response plans in the event of a nuclear power plant incident. The plans define two "emergency planning zones." One zone covers an area within a 10-mile radius of the plant, where it is possible that people could be harmed by direct radiation exposure. The second zone covers a broader area, usually up to a 50-mile radius from the plant, where radioactive materials could contaminate water supplies, food crops, and livestock.

The potential danger from an accident at a nuclear power plant is exposure to radiation. This exposure could come from the release of radioactive material from the plant into the environment, usually characterized by a plume (cloud-like formation) of radioactive gases and particles. The major hazards to people in the vicinity of the plume are radiation exposure to the body from the cloud and particles deposited on the ground, inhalation of radioactive materials, and ingestion of radioactive materials.

Radioactive materials are composed of atoms that are unstable. An unstable atom gives off its excess energy until it becomes stable. The energy emitted is radiation. Each of us is exposed to radiation daily from natural sources, including the Sun and the Earth. Small traces of radiation are present in food and water. Radiation also is released from man-made sources such as X-ray machines, television sets, and microwave ovens. Radiation has a cumulative effect. The longer a person is exposed to radiation, the greater the effect. A high exposure to radiation can cause serious illness or death.

Although the risk of a chemical accident is slight, knowing how to handle these products and how to react during an emergency can reduce the risk of injury.

### **Know the Terms:**

Familiarize yourself with these terms to help identify a nuclear power plant emergency:

- **Notification of Unusual Event** - A small problem has occurred at the plant. No radiation leak is expected. No action on your part will be necessary.
- **Alert** - A small problem has occurred, and small amounts of radiation could leak inside the plant. This will not affect you and no action is required.
- **Site Area Emergency** - Area sirens may be sounded. Listen to your radio or television for safety information.
- **General Emergency** - Radiation could leak outside the plant and off the plant site. The sirens will sound. Tune to your local radio or television station for reports. Be prepared to follow instructions promptly.

### **Minimizing Exposure to Radiation**

- **Distance** - The more distance between you and the source of the radiation, the better. This could be evacuation or remaining indoors to minimize exposure.
- **Shielding** - The more heavy, dense material between you and the source of the radiation, the better
- **Time** - Most radioactivity loses its strength fairly quickly.

If an accident at a nuclear power plant were to release radiation in your area, local authorities would activate warning sirens or another approved alert method. They also would instruct you through the Emergency Alert System (EAS) on local television and radio stations on how to protect yourself.

### Take Protective Measures

- **Before a Nuclear Power Plant Emergency** - Obtain public emergency information materials from Southern California Edison Power Company that operates the San Onofre Nuclear Generating Station power plant or your local emergency services office. If you live within 10 miles of the power plant, you should receive these materials yearly from the power company or your state or local government.
- **During a Nuclear Power Plant Emergency** - The following are guidelines for what you should do if a nuclear power plant emergency occurs. Keep a battery-powered radio with you at all times and listen to the radio for specific instructions. Close and lock doors and windows.
  - **If you are told to evacuate:**
    - Keep car windows and vents closed; use re-circulating air.
  - **If you are advised to remain indoors:**
    - Turn off the air conditioner, ventilation fans, furnace, and other air intakes.
    - Go to a basement or other underground area, if possible.
    - Do not use the telephone unless absolutely necessary to help keep cell and landlines open for emergencies.
  - **If you expect you have been exposed to nuclear radiation:**
    - Change clothes and shoes.
    - Put exposed clothing in a plastic bag.
    - Seal the bag and place it out of the way.
    - Take a thorough shower.
    - Keep food in covered containers or in the refrigerator.
    - Food not previously covered should be washed before being put in to containers.

### ...POWER OUTAGE

#### If there is a power outage:

- If evacuation of the building is necessary, exit via a stairway, DO NOT USE ELEVATORS.
- Seek and assist any disabled persons in evacuating the building.
- Laboratory personnel on campus should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly.
- If you are on the main campus, notify the lab instructor immediately and contact the Environmental Health and Safety Manager if a specific hazard exists by calling (619) 260-2226 or Public Safety at (619) 260-2222.
- If you are at the Pacific Ridge Apartment Complex or a non-campus location in the United States, immediately contact local law enforcement by dialing 9-1-1.
- If you are at the Madrid Center, immediately notify the *Policia Municipal de Madrid* by calling 1-1-2, notify security personnel on site, and/or notify the USD Madrid staff by calling the USD Madrid Center Emergency number at +34 640 390 971.
- If there are special procedures you wish to be carried out in the event of a future power outage on campus, make prior arrangements with the Environmental Health and Safety Manager.



- When mechanical ventilation is interrupted, vapors or chemicals may reach hazardous concentration levels. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, respirators may be required.
- In the event people are trapped in an elevator:
  - Tell the passengers to stay calm and that you will get help.
  - Call for help.
  - Try to keep the trapped passengers calm. Talk to them until help arrives.
- If on-campus call Public Safety at 619-260-2222
- If at Pacific Ridge, notify security personnel on site and call 9-1-1.
- If at the Madrid Center, call the USD Madrid Emergency number at +34 640 390 971 and/or notify the *Policia Municipal de Madrid* by calling 1-1-2.

### **...SUSPICIOUS PACKAGE**

#### **If you see a suspicious package:**

- On-campus, immediately notify the Department of Public Safety at (619) 260-2222 of the exact location and description.
- At the Pacific Ridge Apartment Complex, immediately notify security personnel on site and call 9-1-1.
- At the Madrid Center, immediately notify the *Policia Municipal de Madrid* at 1-1-2 of the exact location and description.
- Do not touch or disturb the suspected bomb.
- Do not use radios or cell phones as these may activate some types of bombs.
- Utilize site evacuation plan to move all staff and students away from the suspected bomb location. A minimum of 500 feet is recommended.
- If possible, shut off gas main and electrical power to minimize the possibility of fire.
- Gather any possible witnesses for Public Safety to interview.
- Upon arrival, Public Safety, local law enforcement and/or fire personnel will assume responsibility and conduct an investigation. .

### **...TORNADO and HIGH WINDS**

If a tornado warning is issued or a warning indicates that a tornado has been spotted:

- Seek shelter immediately in the lowest building level available.
- Close all windows and lower blinds or curtains to prevent flying glass.
- Stay away from windows, exterior doors, and outside walls.
- Put as many walls as possible between you and the outside.
- Take cover under a sturdy desk or another heavy piece of furniture.
- Protect your head and body by crouching on the floor, covering yourself with pillows, blankets or heavy coats and covering the back of your neck with your hands.
- Remain sheltered until you hear the "all clear" signal.
- Remain calm and follow the instructions of safety and management personnel.

### **...TSUNAMI**

#### **What to do before *and* during a tsunami:**

- Turn on your radio or watch local news to learn if there is a tsunami warning or if an

earthquake occurs and you are in a coastal area.

- Move inland to higher ground immediately and stay there. The University of San Diego is approximately 230ft above sea level and would be set up for those students living outside of the University that need to evacuate to higher ground.
- Stay away from the beach. Never go down to the beach to watch a tsunami come in. If you can see the wave you are too close to escape it.
- CAUTION - If there is a noticeable recession in water away from the shoreline this is nature's tsunami warning and it should be heeded. You should move away immediately and head inland to higher ground.

**What to do after a tsunami:**

- Stay away from flooded and damaged areas until officials say it is safe to return.
- Stay away from debris in the water; it may pose a safety hazard to boats and people.
- Save yourself - not your possessions.

**...WILDFIRE**

**If you see a wildfire:**

- Near USD, contact the Department of Public Safety immediately. Do not assume that someone else has already called. Describe the location of the fire, speak slowly and clearly and answer any questions asked by the dispatcher. If the wildfire endangers the campus, you will receive notification and instructions of the staging location and evacuation location.
- Away from the University of San Diego, contact 9-1-1 immediately. Do not assume that someone else has already called. Describe the location of the fire, speak slowly and clearly and answer any questions asked by the dispatcher.
- Near the USD Madrid Center, contact 1-1-2 immediately. Do not assume that someone else has already called. Describe the location of the fire, speak slowly and clearly and answer any questions asked by the dispatcher.

**Before the fire approaches your house:**

- Evacuate. Evacuate your pets and all family members who are not essential to preparing the home. Anyone with medical or physical limitations and the young and the elderly should be evacuated immediately.
- Wear Protective Clothing.
- Remove Combustibles. Clear items that will burn from around the house, including wood piles, lawn furniture, barbecue grills, tarp coverings, etc. Move them outside of your defensible space.
- Close/Protect Openings. Close outside attic, eaves and basement vents, windows, doors, pet doors, etc. Remove flammable drapes and curtains. Close all shutters, blinds or heavy non-combustible window coverings to reduce radiant heat.
- Close Inside Doors/Open Damper. Close all doors inside the house to prevent draft. Open the damper on your fireplace, but close the fireplace screen.
- Shut Off Gas. Shut off any natural gas, propane or fuel oil supplies at the source.
- Water. Connect garden hoses. Fill any pools, hot tubs, garbage cans, tubs or other large containers with water.

- Pumps. If you have gas-powered pumps for water, make sure they are fueled and ready.
- Ladder. Place a ladder against the house in clear view.
- Car. Back your car into the driveway and roll up the windows.
- Garage Doors. Disconnect any automatic garage door openers so that doors can still be opened by hand if the power goes out. Close all garage doors.
- Valuables. Place valuable papers, mementos and anything "you can't live without" inside the car in the garage, ready for quick departure. Any pets still with you should also be put in the car.

#### **Preparing to leave:**

- Lights. Turn on outside lights and leave a light on in every room to make the house more visible in heavy smoke.
- Do not Lock Up. Leave doors and windows closed but unlocked. It may be necessary for firefighters to gain quick entry into your home to fight fire. The entire area will be isolated and patrolled by sheriff's deputies or police.

#### **After a wildfire:**

- **Survival in a vehicle**
  - This is dangerous and should only be done in an emergency, but you can survive the firestorm if you stay in your car. It is much less dangerous than trying to run from a fire on foot.
  - Roll up windows and close air vents. Drive slowly with headlights on. Watch for other vehicles and pedestrians. Do not drive through heavy smoke.
  - If you have to stop, park away from the heaviest trees and brush. Turn headlights on and ignition off. Roll up windows and close air vents.
  - Get on the floor and cover up with a blanket or coat.
  - Stay in the vehicle until the main fire passes.
  - Stay in the car. Do not run! The engine may stall and not restart. Air currents may rock the car. Some smoke and sparks may enter the vehicle. The temperature inside will increase. Metal gas tanks and containers rarely explode.
- **If you are trapped at home**
  - If you do find yourself trapped by wildfire inside your home, stay inside and away from outside walls. Close doors, but leave them unlocked. Keep your entire family together and remain calm.
- **If caught in the open**
  - The best temporary shelter is in a sparse fuel area. On a steep mountainside, the back side is safer. Avoid canyons, natural "chimneys" and saddles.
  - If a road is nearby, lie face down along the road cut or in the ditch on the uphill side. Cover yourself with anything that will shield you from the fire's heat.
  - If hiking in the backcountry, seek a depression with sparse fuel. Clear fuel away from the area while the fire is approaching and then lie face down in the depression and cover yourself. Stay down until after the fire passes!

## **FIRE SAFETY**

### **Reporting a Fire**

Any community member who discovers a fire or other burning on campus should immediately contact the Department of Public Safety at (619) 260-2222. The Department of Public Safety will then notify the San Diego Fire Department and guide them quickly to the location of the fire. If a community member finds evidence of a fire that has been extinguished, they should also immediately contact the Department of Public Safety at (619) 260-2222 to ensure that the Department of Public Safety is aware of and has responded to and documented the incident for potential inclusion in the institution's fire statistics.

Any community member who discovers a fire or other burning at Pacific Ridge should immediately contact on site security personnel. Security Personnel will then notify the San Diego Fire Department and guide them quickly to the location of the fire. If possible, the community member should also contact the Department of Public Safety at (619) 260-7777 to ensure that the Department of Public Safety is aware of and has documented the incident for potential inclusion in the institution's fire statistics. If a community member finds evidence of a fire that has been extinguished, they should also immediately contact the Department of Public Safety at (619) 260-2222 to ensure that the Department of Public Safety is aware of and has documented the incident for potential inclusion in the institution's fire statistics.

Any community member who discovers a fire or other burning at the Madrid Center should immediately contact security personnel on site or emergency services in Madrid by calling 1-1-2. Security personnel will then notify the Madrid Fire Department and guide them quickly to the location of the fire. If a community member finds evidence of a fire that has been extinguished, they should immediately contact emergency services in Madrid by calling 1-1-2 as well as the USD Madrid Center Emergency Number +34 640 390 971 to ensure that the University of San Diego is aware of, has responded to, and documented the incident for potential inclusion in the institution's fire statistics. Please note that, at this time, the Madrid Center campus does not have Residence Halls that are owned or controlled by the university.

### **Fire Safety Systems**

Fire alarms or smoke detectors are installed in every campus building, including residential buildings, and alert the occupants of potential hazards when activated. Fire alarms at the USD main campus are connected to control panels that are monitored 24/7 in the Department of Public Safety Dispatch Center. Fire alarms at the Pacific Ridge Apartment Complex are monitored 24/7 by Allied Universal Security Systems. Upon activation of a fire alarm, indicated by an audible siren, community members must immediately evacuate to their building or residence hall's evacuation area, exiting through stairwells not elevators. Community members should not re-enter any building unless authorized to do so by the San Diego Fire Department (SDFD), the Department of Public Safety personnel, other law enforcement or safety personnel, or in some cases, authorized Residential Life personnel.

Fire Safety emergency procedures are communicated through residence hall meetings, new student orientation meetings, the resident's lease agreement, and/or by placards detailing evacuation procedures and locations. New employees receive training and instructions on fire safety and evacuation procedures for their unique workplace during their new hire orientation. In these fire safety education and training programs provided to students and employees, procedures that students and

employees should follow in case of a fire are reviewed.

## **Evacuation Procedures In Case of a Fire**

### **Main Campus Student Residential Facilities:**

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Residential Life staff members who are present on the floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds, Residential Life staff will shout (example: “there is an emergency in the building leave by the nearest exit”) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Seek and assist any disabled or mobility impaired persons in evacuating the building. Exit via stairway. If unable to evacuate disabled or immobile person, use an “Area of Rescue Assistance”. An “Area of Rescue Assistance” is defined as an area where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation.
- DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Residential Life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.
- Notify the Department of Public Safety at (619) 260-2222. The Department of Public Safety will notify the fire department and guide them as quickly as possible to the location of the fire.
- Keep roadways and walkways clear for emergency vehicles.
- Wait for the instructions from the Department of Public Safety or emergency personnel. **DO NOT REENTER THE BUILDING UNLESS INSTRUCTED TO DO SO BY THE DEPARTMENT OF PUBLIC SAFETY.**

### **Pacific Ridge Apartment Complex:**

- If you are able to leave your room
  - Close your unit door, and take your unit key with you.
  - If there is smoke, stay low to the ground.

- Use stairways to evacuate.
- Never use elevators during a fire. They could stop at floors that contain fire.
- Handicapped persons should proceed to stairwell for assistance.
- Pull the closest fire alarm and warn other people in the area.
- If there is a telephone available dial 9-1-1.
- If trapped in your room
  - If your front door is hot, don't open it.
  - Call the Fire Department at 9-1-1.
  - Wedge cloth material along the bottom of the door to keep smoke out.
  - Close as many doors as possible between you and the fire.
  - Block air conditioning vents if there is smoke coming in.
  - Open windows cautiously so as not to allow outside smoke to enter the room. Remember, if you have broken the window, you cannot close it again if you need to.

### **Employees**

Employees are notified by their specific Building Manager, Safety Representative, or the contact person responsible for overseeing the safety of building occupants, in the event of an evacuation or emergency. General fire evacuation procedures are included in the section of this publication titled "Emergency Response and Evacuation Procedures." For more information about USD evacuation procedures, including assembly areas and building safety representatives, please visit the following website and log in with your MySanDiego username and password: [www.sandiego.edu/emergency/procedures/evacuation](http://www.sandiego.edu/emergency/procedures/evacuation).

All individuals are expected to follow fire evacuation procedures, regardless of the nature of the alarm (legitimate or false activation). Specifically for resident students, failure to follow fire evacuation procedures may result in disciplinary action and fines and may jeopardize campus housing privileges.

The university plans to install fire suppression systems in both Camino Hall and Founders Hall in 2020-2021, but continues to assess and upgrade fire safety equipment as an ongoing process, to ensure that all equipment meets National Fire Safety standards.

Pacific Ridge continues to assess and upgrade fire safety equipment as an ongoing process, to ensure that all equipment meets National Fire Safety standards.

For more information regarding fire detection, notification and suppression systems in residence halls, please refer to the "Fire Safety Amenities in On-Campus Student Residential Facilities" section of this document.

### **Health and Safety Checks**

#### **USD Main Campus**

Health and safety checks are an important component to ensure that fire safety systems are in proper working order. The USD Environmental and Safety Specialist completes health and safety inspections on a monthly basis, looking for fire, safety and health hazards as well as inspecting fire protection and detection systems. Health and safety inspections of individual residences on campus are conducted by Residential Life staff, and are conducted at a minimum of three times a year. Additional unannounced inspections by Residential Life staff are conducted throughout each semester, or as necessary.

These visual inspections by Residential Life staff specifically seek to identify all possible fire, safety and health hazards within residential facilities. Such fire hazards include, but are not limited to, burning incense, burning candles, halogen lamps, exposed heating elements, personal barbecues, and flammable liquids and solvents (i.e. gasoline, kerosene, lighter fluid, propane, butane, etc.). Such items are strictly prohibited in or around any living area, as outlined in the Community Standards ([www.sandiego.edu/residentallife/community-living/community-standards.php](http://www.sandiego.edu/residentallife/community-living/community-standards.php)) reviewed and signed by all resident students at the time of check in. Utilization of electrical appliances, including portable electrical appliances, is subject to the evaluation and discretion of the Residential Life Staff.

The University of San Diego prohibits smoking and the use of any smoking or tobacco products at all times on or in any USD-owned or USD-leased property or facility, either indoor or outdoor. Additional fire safety components that are addressed in these inspections include ensuring that fire-rated, emergency exit and/or rolling steel fire doors are not propped open or tampered with, and any misuse and/or tampering of fire equipment (i.e. fire alarms, smoke detectors, fire extinguishers or hoses) has not occurred.

Inspections of safety and health standards in residence halls may include assessments of general room cleanliness, proper use of furniture (i.e. stacked bunks, closet doors, etc.), and properly secured window screens, among other expectations further detailed in the Community Standards. Students found in violation of these standards may be referred for possible disciplinary action.

The USD Safety and Fire Prevention Technician also conducts annual testing of all buildings outfitted with sprinkler systems. These tests are scheduled and announced to building managers and occupants impacted by the testing and conducted in coordination with other representatives of the Office of Environmental Health & Safety.

### **Pacific Ridge Apartments**

Health and safety checks are an important component to ensure that fire safety systems are in proper working order. Maintenance personnel at Pacific Ridge complete health and safety inspections on a regular basis, looking for fire, safety, and health hazards, as well as inspecting fire protection and detection systems. Health and safety inspections of individual residences are not conducted at Pacific Ridge. Specific items that have the potential to be a fire, safety, and health hazard within residential facilities (including but not limited to, burning incense, burning candles, halogen lamps, exposed heating elements, personal barbecues, and flammable liquids and solvents (i.e. gasoline, kerosene, lighter fluid, propane, butane, etc.) are strictly prohibited in or around any living area, as outlined in the USD Community Standards ([www.sandiego.edu/residentallife/community-living/community-standards.php](http://www.sandiego.edu/residentallife/community-living/community-standards.php)) and are reviewed and signed by all resident students at the time of check in. Utilization of electrical appliances, including portable electrical appliances, is subject to the evaluation and discretion of Pacific Ridge. Pacific Ridge prohibits smoking and the use of any smoking or tobacco products at all times on or in the Pacific Ridge complex except in building 5965 where smoking is permitted.

### **NOTIFICATION FOR MISSING STUDENTS**

If a member of the university community has reason to believe that a student is missing, whether or not the student resides on campus, the university requires that individual to immediately contact the

University's Department of Public Safety at (619) 260-7777. Public Safety will collaborate with the Division of Student Affairs, other university officials, and/or the appropriate law enforcement agency to make an effort to locate the student and determine his or her state of health and well-being. Public Safety will gather pertinent information about the student from the reporting person or others. Such information may include but is not limited to the student's description, cellular phone number, clothes last worn, vehicle description, information about the student's health or well-being, or an up-to-date photograph.

University officials also will endeavor to determine the student's whereabouts by contacting friends, associates, faculty members, and/or employers of the student, and/or determining whether the student has been attending classes, scheduled organizational or academic meetings, and work. If the student is an on-campus resident, the Department of Public Safety officers may make a welfare entry into the student's room. If the student resides off-campus, the Department of Public Safety may enlist the aid of the neighboring police agency having jurisdiction.

Students are given the opportunity through the university's on-line portal to designate an individual to be contacted by the university if the student is determined to be missing or otherwise in the case of an emergency. The designation will remain in effect until changed or revoked by the student. The contact information will be confidential and will be accessible only to authorized university officials or law enforcement personnel.

Students can designate a missing contact person by logging in to the MySanDiego portal and clicking on "Torero Hub" then "Safety Check". As a reminder this contact information will be registered confidentially and will be accessed only by authorized campus officials and law enforcement and may not be disclosed outside of a missing person investigation.

For residential students and for students who live off-campus, notices will be made to each of the following individuals within 24 hours of Public Safety's, or a local law enforcement agency's determination that the student is missing:

- The student's parent or guardian. The university is required by law to notify the student's custodial parent or guardian if the student is under age 18 and is not emancipated at the time he or she is determined to be missing. If the student is age 18 or over, notification may be provided to the student's parent or guardian, in addition to any other person identified as the student's designated emergency contact.
- Local law enforcement personnel.
- The student's designated emergency contact (if any).

After the student has been located, Public Safety will attempt to verify the student's state of health, well-being, and intention of returning to campus. When and where appropriate, a referral may be made to the Counseling Center, the Student Health Center, and/or a community provider. The University policy regarding Missing Student Notification can be found at: [www.sandiego.edu/legal/policies/community/safety/missingstudent.pdf](http://www.sandiego.edu/legal/policies/community/safety/missingstudent.pdf).

## **REGISTERED SEX OFFENDER INFORMATION**

The University of San Diego's policy is to comply with the federal Campus Sex Crimes Prevention



Act. This Act requires registered sex offenders to provide notice to the State “of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student...” Thus, any registered sex offenders who are current employees, students, or carry on other vocations at USD will be required to notify the State of California of their status. In addition, such institutions of higher education are required to provide information to their campus community regarding where to obtain law enforcement information concerning such registered sex offenders (Megan’s Law sex offenders). The Office of the Attorney General of California maintains a website, [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov), which provides information regarding Megan’s Law and a registered sex offender locator. Please note, however, that it is illegal under California law to use any disclosed public information to commit a crime against any registrant or to engage in illegal discrimination or harassment against any registrant.

## **HIGHER EDUCATION OPPORTUNITY ACT VICTIM NOTIFICATION**

The University of San Diego will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Written requests should be submitted to:

The Office of Ethical Development and Restorative Practices  
University Center, Room 132  
[studentconduct@sandiego.edu](mailto:studentconduct@sandiego.edu)  
[www.sandiego.edu/conduct](http://www.sandiego.edu/conduct)

## **SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE REPORTING AND RESPONSE STANDARDS AND PROTOCOLS**

### **I. Introduction**

The University of San Diego is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. Sexual misconduct and relationship violence in any form are antithetical to the university’s mission and core values, violate university policy, and may also violate federal and state law.

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a federal law that prohibits discrimination on the basis of sex in education programs and activities by educational institutions that receive federal financial assistance. Prohibited sex discrimination includes sex harassment. Prohibited sex harassment, in turn, includes but is not limited to sexual assault and other forms of sexual violence.

The Violence Against Women Reauthorization Act of 2013 (“VAWA”), including the Campus Sexual Violence Elimination Act (“Campus SaVE Act”) amending the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), is a federal law that requires colleges and universities to have procedures in place to respond to incidents of sexual assault, domestic

violence, dating violence, and stalking. All such offenses are prohibited by the university.

The university maintains a Policy Prohibiting Discrimination and Harassment ([www.sandiego.edu/legal/policies/community/institutional/discrimination.pdf](http://www.sandiego.edu/legal/policies/community/institutional/discrimination.pdf)) that includes sexual harassment among its prohibited behaviors and that applies to all employees and students. Sexual Misconduct and Relationship Violence are forms of sex harassment prohibited by that policy, whether the conduct at issue occurred on or off campus. In order to address its responsibilities under Title IX and the VAWA, the university has implemented these reporting and response standards and protocols specifically to address incidents of Sexual Misconduct and Relationship Violence. In addition, and in compliance with the Clery Act, these standards are issued to inform the campus community of the university's programs to address and prevent sexual assault, domestic violence, dating violence, and stalking, as well as the procedures for institutional disciplinary action in cases that are reported to the university, whether the conduct occurs on or off campus.

All students, faculty, administrators, and staff at the university are expected to be familiar with and to abide by these Standards and Protocols.

## **II. Key Definitions**

- “Alleged Offender” is any individual who is alleged to have committed an act or acts of Sexual Misconduct or Relationship Violence.
- “Complainant” is a person who reports that he or she has allegedly experienced an act or acts of Sexual Misconduct or Relationship Violence.
- “Consent” is an affirmative, conscious and voluntary agreement to engage in sexual activity. It is an informed decision made freely, actively and voluntarily by all parties. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent cannot be obtained by threat, coercion, or force. Furthermore, a current or previous dating or sexual relationship between the persons involved should never by itself be assumed to be an indicator of consent. Being intoxicated does not diminish one's responsibility to obtain consent.

A person cannot give consent if he or she (1) is a minor (under age 18); (2) has a mental disorder or developmental or physical disability that renders him or her incapable of giving consent, and this is known or reasonably should have been known to the Alleged Offender; (3) is unconscious of the nature of the act, and this is known to the Alleged Offender; or (4) is incapacitated from alcohol or other drugs, and this condition is known or reasonably should have been known to the Alleged Offender. Some indicators that an individual is or may be incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance.

For the purpose of this policy, “consent” also includes conduct defined under California Penal Code Section 261.6. California Penal Code definitions are found in Appendix A and online at

In the evaluation of any complaints in any University disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the Alleged Offender accused believed that the Complainant consented to the sexual activity under either of the following circumstances: (a) the Alleged Offender's belief in affirmative consent arose from the intoxication or recklessness of the Alleged Offender; or (b) the Alleged Offender did not take reasonable steps, in the circumstances known to the Alleged Offender at the time, to ascertain whether the Complainant affirmatively consented.

In the evaluation of any complaints in any University disciplinary process, it shall not be a valid excuse that the Alleged Offender believed that the Complainant affirmatively consented to the sexual activity if the Alleged Offender knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the Complainant was asleep or unconscious; (b) the Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity; (c) the Complainant was unable to communicate due to a mental or physical condition.

- “Dating Violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Dating violence also includes conduct that is in violation of California Penal Code Section 13700. California Penal Code definitions are found in Appendix A and online at [www.sandiego.edu/titleix/policies](http://www.sandiego.edu/titleix/policies).
- “Domestic Violence” means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Domestic violence also includes conduct that is in violation of California Penal Code Section 13700. California Penal Code definitions are found in Appendix A and online at [www.sandiego.edu/titleix/policies](http://www.sandiego.edu/titleix/policies).
- “Relationship Violence” includes Dating Violence and Domestic Violence.
- “Sexual Assault” is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Physical contact of a sexual nature includes, but is not limited to, touching or attempted touching of another person's breasts, buttocks, inner thighs, groin, or genitalia, either directly or indirectly, or sexual penetration (however slight) of another person's oral, anal or genital opening. Sexual

assault includes, but is not limited to, rape, sodomy, oral copulation, sexual battery, sexual penetration with an object, forcible fondling (e.g. unwanted touching or kissing for purposes of sexual gratification), or threat of sexual assault. Sexual assault can occur either forcibly and/or against a person's will, or when a person is unable to give consent freely.

For the purpose of this policy, "sexual assault" also includes any sexual offense, as defined by the Clery Act, which meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Those definitions are as follows:

- "Rape" is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- "Fondling" is defined as the touching of the private body parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
- "Incest" is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by laws.
- "Statutory rape" is defined as sexual intercourse with a person who is under the statutory age of consent.

Per the National Incident-Based Reporting System User Manual from the FBI UCR program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

For the purpose of this policy, sexual assault also includes any conduct in violation of California Penal Code Sections 261, 285, or 243.4. California Penal Code definitions are found in Appendix A and online at [www.sandiego.edu/titleix/policies](http://www.sandiego.edu/titleix/policies).

- "Sexual Exploitation" is sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (web-cam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.
- "Sexual Harassment" is a form of sex discrimination prohibited by Title IX. It is unwelcome conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of the person's employment or education; submission to or rejection of such conduct by a person is used as the basis for a decision affecting the person's employment or education; or such conduct has the purpose or effect of unreasonably interfering with a person's employment or education or creating an intimidating, hostile, or

offensive employment or educational environment. Prohibited conduct can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature.

- “Sexual Misconduct” includes Sexual Harassment, Sexual Assault, Sexual Exploitation, and Stalking.
- “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or to suffer substantial emotional distress. For the purpose of this definition:
  - “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
  - “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.
  - “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking also includes any conduct that is in violation of California Penal Code Section 646.9(a). California Penal Code definitions are found in Appendix A and online at [www.sandiego.edu/titleix/policies](http://www.sandiego.edu/titleix/policies).

- “Student” shall have the same meaning as that contained in the Student Code of Rights and Responsibilities. “Student” is also defined in Appendix B.

### **III. Privacy and Confidentiality**

The university is committed to protecting the privacy of all individuals involved in a report of Sexual Misconduct or Relationship Violence. In any report made under these Standards and Protocols, the privacy interests of those involved will be protected in a manner consistent with the need to respond to and to conduct a thorough review of the incident reported. Information will be shared only with those individuals who have a legitimate need to know the information in order to assist in the response to, investigation and/or resolution of the complaint. By only sharing personally identifiable information with individuals on a need-to-know basis, the university will maintain as private any accommodations or protective measures to the extent that doing so would not impair the ability of the university to provide those accommodations or protective measures. Please see Section IV below for information about reporting procedures and options.

Confidentiality, on the other hand, is not the same as privacy. Confidentiality means that the information shared with a certain university employee or outside professional cannot be disclosed to others without the express permission of the individual who shared the information.

Individuals who wish to obtain confidential assistance without making a report to USD may do so by

speaking confidentially with professionals who are obligated by law to maintain confidentiality, subject to the stated terms of confidentiality by that office. At USD, students may speak confidentially with any of the following:

- **Counseling Center** psychologists, psychiatric providers, care coordinators, or psychology trainees  
Serra Hall 300  
(619) 260-4655  
[www.sandiego.edu/usdcc](http://www.sandiego.edu/usdcc)
- **Center for Health and Wellness Promotion** providers and psychology trainees  
Hahn University Center 161  
(619) 260-4618  
[www.sandiego.edu/chwp](http://www.sandiego.edu/chwp)
- **University Ministry** pastoral counselors or members of the clergy who work for USD (provided that the communication occurs with the counselor or clergy member in his/her pastoral role).  
Hahn University Center 238  
(619) 260-4735  
[www.sandiego.edu/ministry](http://www.sandiego.edu/ministry)

Information shared with these confidential sources will not be shared with USD without consent, unless the disclosure is specifically permitted or required by law, such as when the circumstances pose an imminent risk of harm to self or others or where the report involves the suspected abuse of a minor under the age of 18.

The university does not publish the names of crime victims or other identifiable information regarding victims in its daily crime log or in the annual crime statistics that are disclosed in compliance with the Clery Act. Furthermore, if a timely warning is issued pursuant to the Clery Act on the basis of a report of sexual assault, domestic violence, dating violence, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

For further information about on-campus and off-campus resources, see Section XIV below.

#### **IV. Reporting Procedures and Options**

USD strongly encourages all members of the university community to report information about any incident of Sexual Misconduct or Relationship Violence as soon as possible, whether the incident occurred on or off campus. Reports can be made either to USD or to law enforcement.

USD *requires* all faculty members, administrators, supervisors, and any employees who have responsibility for student welfare to promptly report information about any incident of Sexual Misconduct or Relationship Violence to USD as provided below, unless the employee is required by law to keep that information confidential by virtue of his or her professional role (e.g. the employee received the information in his or her role as a psychological counselor or a pastoral counselor). In addition, those employees who have been informed by the Department of Public Safety that they are “Campus Security Authorities” under the Jeanne Clery Disclosure of Campus Security Policy and

Campus Crime Statistics Act (“Clery Act”) are legally required to report such incidents to the Department of Public Safety. All such employees to whom an incident is reported should strongly encourage the reporting party, whether it is the individual who allegedly experienced the act or acts of Sexual Misconduct or Relationship Violence or a third party, to speak directly with the Title IX Coordinator, a CARE Advocate, and/or the Department of Public Safety.

- **Reporting to the University of San Diego**

A report to USD of an incident of Sexual Misconduct or Relationship Violence should be made to any of the following:

- **Title IX Coordinator.** The Title IX Coordinator can be reached in Maher Hall 101 in the Department of Human Resources or at (619) 260-4594. For more information about the Title IX Coordinator, please see [www.sandiego.edu/titleix](http://www.sandiego.edu/titleix).
- **Trained Campus Assault Resources and Education (CARE) Advocate.** You may reach a CARE Advocate at any time, 24 hours a day/7 days a week, through the Department of Public Safety’s Dispatch Office at (619) 260-2222. When you call, you should ask specifically to speak with a CARE Advocate and you may do so without providing any information other than your contact information so that a CARE Advocate can contact you.

CARE Advocates are specially trained to provide support to USD students who are impacted by Sexual Misconduct or Relationship Violence. For more information about the CARE Advocate Program, including a list of CARE Advocates with their direct contact information during regular business hours, please see [www.sandiego.edu/CARE](http://www.sandiego.edu/CARE).

- **USD’s Department of Public Safety.** You may reach USD’s Department of Public Safety in Hughes 150 or by calling (619) 260-2222 at any time, 24 hours a day/7 days a week. For more information about the Department of Public Safety, please see [www.sandiego.edu/safety](http://www.sandiego.edu/safety).

Where the matter involves allegations of sexual assault or other criminal conduct and/or the matter involves the safety of any member of the USD community, the Department of Public Safety will notify law enforcement of a report of Sexual Misconduct or Relationship Violence. If the incident is alleged to have been perpetrated against an individual under age 18, appropriate notifications will be made as required by California law addressing the mandatory reporting of incidents of child abuse and neglect.

In every case, the CARE Advocate or the Department of Public Safety will inform the Title IX Coordinator of the report. In addition, if the incident involves a university employee, the Chief Human Resources Officer will be informed of the report.

An individual who has experienced an incident of Sexual Misconduct or Relationship Violence may report the incident at any time, regardless of how much time has elapsed since the incident occurred. USD is committed to supporting the rights of a person

reporting an incident of Sexual Misconduct or Relationship Violence to make an informed choice among options and services available.

USD will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

- **Reporting to Law Enforcement**

An incident of Sexual Misconduct or Relationship Violence can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 9-1-1.

At the Complainant's request, USD will assist the Complainant in contacting law enforcement. If the Complainant decides to pursue the criminal process, USD will cooperate with law enforcement agencies to the extent permitted by law. A Complainant has the option to decline making his or her report to law enforcement but is strongly encouraged to do so.

As stated above, where the matter involves allegations of sexual assault or other criminal conduct and/or the matter involves the safety of any member of the USD community, the Department of Public Safety will notify law enforcement of a report of Sexual Misconduct or Relationship Violence. A Complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement.

- **Making an Anonymous Report**

An individual may report an incident of Sexual Misconduct or Relationship Violence anonymously at [www.sandiego.edu/safety/reporting/anonymous.php](http://www.sandiego.edu/safety/reporting/anonymous.php).

An anonymous report does not require the disclosure of the name of the person making the report or the names of individuals involved, and the anonymous report may, but need not, request any particular action. Depending on the amount of information available about the incident or the individuals involved, USD's ability to respond may be limited.

## **V. Preservation of Evidence and Identification of Witnesses**

Any individual who has experienced an act or acts of Sexual Misconduct or Relationship Violence is encouraged to take steps to preserve evidence, as doing so may be necessary to the proof of a criminal act or to obtain a protection order from the court.

In order to preserve evidence, the urge to change clothes, bathe, shower, douche, change clothing or clean the bed or linens where the incident occurred should be resisted. If clothing is changed, each garment should be placed in a separate paper (not plastic) bag. If the incident involves any written or electronic communications (e.g. pictures, texts, social media posts, videos, etc.), preserve copies.

Additional steps that can be taken to preserve evidence include, but are not limited to, the following:

- **Medical-Legal Evidence Collection (SART Exam)**

A person who has experienced an incident of Sexual Misconduct or Relationship Violence (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection



of medical-legal evidence. Collection of evidence entails a police report and interaction with the police and the County's Sexual Assault Response Team (SART) at an off-campus medical facility. Prompt collection of physical evidence through an exam is important should a person later decide to pursue criminal prosecution and/or a civil action. For more information regarding the SART exam, or if you wish to get a SART exam without reporting the incident to USD, please contact the Center for Community Solutions Hotline (888-385-4657) ([www.ccssd.org/get-help/hotline](http://www.ccssd.org/get-help/hotline)).

- **Non Investigative Report (NIR)**

A person who wishes to have physical evidence collected pursuant to an incident of Sexual Misconduct or Relationship Violence, but does not wish to have law enforcement investigate the incident, may have this evidence collected at one of the SART facilities in San Diego County. This non-investigative SART reporting process is to allow DNA and other physical evidence to be collected and stored in the event a victim decides to initiate the investigative process at a later time. This evidence may include SART kits, clothing, or other items collected, sexual assault exam report forms, and photographs. For more information regarding the NIR option, or if you wish to pursue the NIR option without reporting the incident to USD, please contact the Center for Community Solutions Hotline (888-385-4657) ([www.ccssd.org/get-help/hotline](http://www.ccssd.org/get-help/hotline)).

In addition, an individual who has experienced an act or acts of Sexual Misconduct or Relationship Violence is encouraged to identify potential witnesses.

## **VI. Medical and Mental Health Treatment**

A person who has experienced or otherwise been impacted by an incident of Sexual Misconduct or Relationship Violence is urged to seek appropriate medical and/or mental health treatment as soon as possible. When the incident is reported to USD, USD will help the individual get to a safe place and seek medical attention.

The following medical treatment options are available:

- For emergency situations, contact 9-1-1 or go to the nearest hospital emergency room.
- A list of local hospitals can be found on the USD Student Health Center website at [www.sandiego.edu/healthcenter/resources](http://www.sandiego.edu/healthcenter/resources).
- For non-emergency situations during regular business hours, students may visit the USD Student Health Center, located in Maher Hall, Room 140, (619) 260-4595, [www.sandiego.edu/healthcenter](http://www.sandiego.edu/healthcenter). To contact a provider after regular business hours, contact the Department of Public Safety at 619-260-2222.
- For other resources offered at USD or in the San Diego community, please see Section XIV below.

## **VII. Protective Orders and Restraining Orders**

A Complainant may seek a protective order, a restraining order, or other similar order issued by the court. At the Complainant's request, the Department of Public Safety will assist the Complainant in

making the request. If an order is issued by the court, and if USD is notified of the order, the Department of Public Safety will take appropriate action to support its enforcement on USD property or at USD-sponsored events. Additional information about protective orders and restraining orders that can be obtained through the court is available through the Center for Community Solutions ([www.ccssd.org](http://www.ccssd.org)) and through the San Diego Superior Court ([www.sdcourt.ca.gov](http://www.sdcourt.ca.gov)).

### **VIII. Accommodations, Safety Measures, and Interim Measures**

After a report is made and prior to a final determination, USD will provide written notification to the Complainant of options for accommodations, safety measures, and interim measures. USD will implement appropriate accommodations, safety measures, and interim measures to protect the Complainant and the needs of others involved in the incident, if so requested by the Complainant or others involved in the incident and if such measures are reasonably available, regardless of whether the Complainant chooses to make his or her report to local law enforcement or participate in any law enforcement investigation. The implementation of these measures typically is coordinated by or under the supervision of the Title IX Coordinator or the Dean of Students.

These measures may include, but are not limited to:

- the implementation of a USD-issued no-contact order
- academic accommodations
- residential accommodations
- transportation accommodations
- employment accommodations
- safety consultations with the Department of Public Safety
- personal protection devices
- on-campus escorts

If USD receives a report that a USD-issued no-contact order has been violated, USD will investigate the report and initiate appropriate disciplinary proceedings and sanctions if the individual is found responsible for the violation.

Referrals also may be made to on-campus offices for information regarding student financial aid, immigration and visa assistance, leaves of absence, or other matters relating to the student's enrollment.

Until the matter is resolved, and when necessary and appropriate to protect the safety and well-being of the parties involved, the Dean of Students, in consultation with the Title IX Coordinator, may limit an Alleged Offender's access to certain USD facilities or activities or may impose an interim suspension. Interim measures taken with respect to USD employees will be implemented in consultation with the Title IX Coordinator in a manner consistent with the university's processes applicable to the employee.

### **IX. Investigation**

USD will respond promptly and equitably to all reports of Sexual Misconduct or Relationship Violence to ensure the safety of the individuals involved and the USD community, in order to provide an environment that is free from gender and sex discrimination.

When a report is made, USD will initiate an investigation which typically will be conducted either by or under the supervision of the Title IX Coordinator, the Department of Public Safety, or one of their designees.

If a Complainant requests that his or her name or other identifiable information not be shared with the Alleged Offender or that USD not pursue an investigation or take any other action, USD will balance this request with its obligation to protect the Complainant and provide a safe and non-discriminatory environment for all USD community members. In these circumstances, USD will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, but its ability to respond may be limited by the request for confidentiality. USD will weigh the request for confidentiality against various factors, including but not necessarily limited to the following: the seriousness of the alleged conduct, any potential threats to campus safety, the respective ages and positions of the Complainant and Alleged Offender, whether there have been other complaints against the Alleged Offender, whether the Alleged Offender has a record of any prior acts of violence, and whether the circumstances suggest there is an increased risk of future acts of sexual violence under similar circumstances. USD will seek to respect the request of the Complainant, and where it cannot do so, USD will keep the Complainant informed about USD's chosen course of action. The Title IX Coordinator and the Dean of Students are responsible for evaluating confidentiality requests.

Upon the conclusion of the fact-finding investigation, the findings are shared with those individuals at USD who have a legitimate need to know the information in order to respond to or resolve the complaint.

#### **X. USD Disciplinary Procedures**

Complaints of Sexual Misconduct or Relationship Violence against a USD student will be addressed pursuant to the Student Conduct Procedures contained in USD's Student Code of Rights and Responsibilities ([www.sandiego.edu/conduct/the-code](http://www.sandiego.edu/conduct/the-code)). A copy of the Student Conduct Procedures can be found in Appendix C.

Complaints of Sexual Misconduct or Relationship Violence against a USD employee will be addressed pursuant to USD's Policy Prohibiting Discrimination and Harassment ([www.sandiego.edu/legal/policies/community/institutional/discrimination.pdf](http://www.sandiego.edu/legal/policies/community/institutional/discrimination.pdf)) and the procedures applicable to the employee. If termination of a faculty member is contemplated, applicable rules governing dismissal for serious cause will be followed. A copy of USD's Policy Prohibiting Discrimination and Harassment and the procedures applicable to the employee can be found in Appendix D.

Typically, the period from commencement of an investigation through resolution will not exceed sixty (60) calendar days. This timeframe may be extended for good cause, which may exist if additional time is necessary to ensure the integrity and completeness of the investigation, to comply with a request by law enforcement for a temporary delay to gather evidence for a criminal investigation, to accommodate the availability of witnesses, to account for USD breaks or vacations, to account for the complexities of a case, including the number of witnesses and amount of information provided by the parties, and for other legitimate reasons. The Complainant and the Alleged Offender will be provided with periodic updates as to the status of the investigation.

## **XI. Possible Sanctions**

The sanctions generally applicable to a student who is found responsible for violating USD's Student Code of Rights and Responsibilities is found within the Sanctions section ([www.sandiego.edu/conduct/the-code/sanctions.php](http://www.sandiego.edu/conduct/the-code/sanctions.php)) of the Code. Possible sanctions can also be found in Appendix E. Engaging in Sexual Misconduct or Relationship Violence is a violation of USD's Student Code of Rights and Responsibilities and will result in the imposition of one or more such sanctions against the Alleged Offender, up to and including suspension or expulsion.

Sanctions against an employee who is found to have engaged in Sexual Misconduct or Relationship Violence may include, but are not limited to, verbal or written warnings, suspension, or termination from employment with USD. If termination of a faculty member is contemplated, applicable rules governing dismissal for serious cause will be followed.

## **XII. No Retaliation**

USD prohibits retaliation against any person who makes a good faith complaint of an incident of Sexual Misconduct or Relationship Violence or any other person who participates in the investigation of any such complaint. Any incident of retaliation should be promptly reported to the Title IX Coordinator, the Dean of Students, the Department of Public Safety, or the Chief Human Resources Officer.

## **XIII. Timely Warnings**

When an incident of Sexual Misconduct or Relationship Violence that is reported to USD discloses an alleged crime that constitutes an ongoing or continuing threat to the USD campus community, USD may issue a timely warning in a manner consistent with the requirements of the Clery Act and USD's Timely Warning Policy:

[www.sandiego.edu/legal/policies/community/safety/timelywarning.pdf](http://www.sandiego.edu/legal/policies/community/safety/timelywarning.pdf).

## **XIV. On-Campus and Off-Campus Resources**

Any individual who has been impacted by Sexual Misconduct or Relationship Violence is encouraged to seek appropriate help, whether or not the individual chooses to report the incident to USD. Specific on-campus and off-campus resources for counseling, health, mental health, victim advocacy, legal assistance and other services are listed below, and information about those resources is provided in writing to students and employees.

- **USD Campus Resources**

- **CARE Advocates**, (619) 260-2222 (Public Safety Dispatch)  
[www.sandiego.edu/CARE](http://www.sandiego.edu/CARE)  
Specially trained USD community members are available to support students impacted by Sexual Misconduct or Relationship Violence. CARE Advocates will help students understand reporting options, access support services, and identify concerns and accommodations. In addition, CARE Advocates will facilitate a report to the Title IX Coordinator, the Department of Public Safety and/or law enforcement.
- **Counseling Center**, Serra 300, (619) 260-4655  
(for after hours emergencies, call (619) 260-2222)

[www.sandiego.edu/usdcc](http://www.sandiego.edu/usdcc)

Students may access confidential counseling services from licensed professionals and interns through the USD Counseling Center. See Privacy and Confidentiality, Section III above.

- **Student Health Center**, Maher 140, (619) 260-4595  
(for after hours emergencies, call (619) 260-2222)  
[www.sandiego.edu/healthcenter](http://www.sandiego.edu/healthcenter)  
Student Health Center professional staff members are available to provide primary health care to and promote the health and well-being of USD students. If a Student Health Center health practitioner treats a student who is suffering from a physical injury that is the result of assaultive or abusive conduct, reports to local law enforcement will be made as required by California Penal Code Section 11160.
- **Center for Health and Wellness Promotion**, Hahn University Center 161  
(619) 260-4618  
[www.sandiego.edu/chwp](http://www.sandiego.edu/chwp)  
The Center for Health and Wellness Promotion provides USD students with a comprehensive array of health and wellness promotion initiatives and clinical alcohol and other drug services. See Privacy and Confidentiality, Section III above.
- **Title IX Coordinator**, Department of Human Resources, Maher 101, (619) 260-4594  
[www.sandiego.edu/titleix](http://www.sandiego.edu/titleix)  
The Title IX Coordinator monitors and oversees USD's compliance with Title IX and the prevention of sex harassment and discrimination, including the coordination of education and training activities and the response to Title IX complaints. The Title IX Coordinator receives complaints of sex harassment and participates in the coordination of accommodations and interim measures for parties impacted by an incident, including those described in Section VIII above and facilitating access to on-campus resources and offices.
- **University Ministry**, University Center 238, (619) 260-4735  
[www.sandiego.edu/ministry](http://www.sandiego.edu/ministry)  
University ministers are available to provide support and confidential pastoral care to students in need. See Privacy and Confidentiality, Section III above.
- **Office of the Dean of Students**, University Center 232, (619) 260-4588  
[www.sandiego.edu/studentaffairs](http://www.sandiego.edu/studentaffairs)  
The Assistant Vice President for Student Affairs/Dean of Students or his/her designee is available to provide support to students and to facilitate the response to and resolution of any complaints made under USD's Student Code of Rights and Responsibilities.
- **Department of Public Safety**, Hughes Administration Center 150  
(619) 260-2222 (available 24/7)  
[www.sandiego.edu/safety](http://www.sandiego.edu/safety)  
The Department of Public Safety is responsible for a wide range of activities that contribute to the safety and security of the campus community, including but not

limited to crime prevention programs, responding to reports of crimes and medical emergencies, facilitating reports made to the law enforcement, and providing other general assistance.

- **Women's Center**, Student Life Pavilion 420, (619) 260-2396  
[www.sandiego.edu/womenscenter](http://www.sandiego.edu/womenscenter)  
The Women's Center is a student-centered learning community that provides resources and engages women and men in educational dialogue around gender-related issues. The Women's Center advocates for a safe, supportive campus environment that promotes equity among all voices.

- **San Diego Community Resources**

- **Center for Community Solutions**, (858) 272-5777  
[www.ccssd.org](http://www.ccssd.org)  
The Center for Community Solutions (CCS) is an organization whose mission is to end relationship and sexual violence by being a catalyst for caring communities and social justice. CCS provides a wide range of prevention and education programs and response services for those impacted by domestic violence and sexual assault. CCS provides a 24 hour hotline and legal, victim advocacy, counseling, and shelter and transitional services.
- **San Diego Domestic Violence Hotline**, (888) 385-4657
- **San Diego Community Medical Resources.**  
See Section VI above.
- **San Diego Family Justice Center**, (866) 933-4673  
[www.sandiego.gov/sandiegofamilyjusticecenter](http://www.sandiego.gov/sandiegofamilyjusticecenter)  
Located in downtown San Diego at 1122 Broadway, Suite 200, San Diego, CA 92101, the San Diego Family Justice Center is a public safety initiative launched by the City of San Diego to assist victims of family violence.

## **XV. Education and Prevention**

USD provides prevention and awareness programs on Sexual Misconduct and Relationship Violence to the campus community in order to create and maintain an environment that is safe and inclusive and that respects the dignity of each USD community member. USD is committed to the prevention of Sexual Misconduct and Relationship Violence through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming, and returning students and current employees receive ongoing training and related education. USD also provides programs addressing safe and positive options for risk reduction and bystander intervention.

USD strongly encourages all USD community members to take reasonable and prudent actions to prevent or stop an act of Sexual Misconduct or Relationship Violence. Taking action may include direct intervention (where doing so does not present a safety risk), calling USD's Department of Public

Safety or law enforcement, or seeking assistance from a person in authority.

### **Additional Resources - Madrid Center Campus Community**

While all students, faculty, administrators, and staff are expected to be familiar with and to abide by the above Sexual Misconduct and Relationship Violence Reporting and Response Standards and Protocols, the following additional resources are available for the Madrid Center Campus Community.

#### **Key Definitions**

Please note that the local jurisdiction in Madrid does not define the terms consent, dating violence, domestic violence, sexual assault, and stalking.

#### **Reporting to the University of San Diego**

A report to USD of an incident of Sexual Misconduct or Relationship Violence in Madrid can be made to a trained Madrid Center Campus Assault Resources and Education (CARE) Advocate. Individuals may reach the Madrid Center CARE Advocate at any time, 24 hours a day/7 days a week, by calling +34 640 390 971.

#### **Reporting to Law Enforcement**

An incident of Sexual Misconduct or Relationship Violence in Madrid can be reported (*denuncia*) 24 hours a day/7 days a week by calling *La Policía Municipal de Madrid* (Madrid Police) victim hotline at +34 900 222 100, *La Policía Nacional* (National Police) at 0-9-1, or *La Guardia Civil* (Spain National Law Enforcement/Civil Guard) at 0-6-2.

#### **Preservation of Evidence**

Any individual who has experienced an act or acts of Sexual Misconduct or Relationship Violence in Madrid is encouraged to take steps to preserve evidence, as doing so may be necessary to the proof of a criminal act or to obtain a protection order from the court. If in Madrid, additional steps that can be taken to preserve evidence include, but are not limited to, the following:

##### **Medical-Legal Evidence Collection (Examen Para Recolección Evidencia)**

A person who has experienced an incident of Sexual Misconduct or Relationship Violence (particularly rape, forcible oral copulation, or sodomy) in Madrid is encouraged to request collection of medical-legal evidence. Collection of evidence entails a police report and interaction with the police and the medical professionals at *Hospital Universitario La Paz*. All allegations of sexual assault in the county of Madrid are handled in a centralized dedicated unit of the Superior Police Headquarters in Madrid located at Calle Doctor Federico Rubio y Gali, 55. All victims in the Madrid jurisdiction are treated by forensic medical personnel at *Hospital Universitario La Paz* (Department of Obstetrics and Gynecology) located at Paseo de la Castellana, 261. Prompt collection of physical evidence through an exam is important should a person later decide to pursue criminal prosecution and/or a civil action. For more information regarding the exam (*examen para recolección evidencia*), or if you wish to get an exam without reporting the incident to USD, please contact the *Hospital Universitario La Paz* (+34 917 27 70 00) or the 24 hour victim hotline (+34 900 222 100).

In Madrid all persons who wish to have physical evidence collected through a forensic

medical exam are required to report the sexual assault in writing to law enforcement personnel prior to having the test performed. Only in limited circumstances can a report can be done verbally. Once the sexual assault is reported, the forensic personnel at *Hospital Universitario La Paz* assess the facts reported and determine the type of exam, which is done jointly by the forensic medical personnel and a gynecologist.

### **Medical and Mental Health Treatment**

A person who has experienced or otherwise been impacted by an incident of Sexual Misconduct or Relationship Violence in Madrid is urged to seek appropriate medical and/or mental health treatment as soon as possible. The following medical treatment options are available in Madrid:

- For emergency situations, contact 1-1-2 or go to the nearest hospital emergency room. The hospital closest to the Madrid Center, which is 24 hours a day/7 days a week and has translators available is:

#### ***Hospital de Madrid (HM)***

Plaza del Conde del Valle de Suchil, 16.  
28015 Madrid

### **Protective Orders and Restraining Orders**

A Complainant may seek a protective order, a restraining order, or other similar order issued by the court. At the Complainant's request, the university will assist the Complainant in making the request. Additional information about Spanish protective orders and restraining orders that can be obtained through the court is available online through *La Guardia Civil* ([www.guardiacivil.es/en/servicios/violenciadegeneroyabusoamenores/violenciagenero/index.html](http://www.guardiacivil.es/en/servicios/violenciadegeneroyabusoamenores/violenciagenero/index.html)) or through either of the following Local Police Authorities:

#### ***Servicio De Atención A La Víctima*** (SAVG) (24 hour Victim Services)

Paseo de la Chopera 2  
28027 Madrid  
+ 34 900 222 100  
[savg24h@madrid.es](mailto:savg24h@madrid.es)

#### ***Unidad de Atención a la Familia y Mujer Madrid*** (UFAM) (SAM)

(Women's Care Services)  
Comisaría de Policía  
Avda. Doctor Federico Rubio y Gali, 55  
28012 Madrid  
0-9-1  
[atencionfamiaymujer@policia.es](mailto:atencionfamiaymujer@policia.es)

### **Additional Madrid Resources**

Any individual who has been impacted by Sexual Misconduct or Relationship Violence in Madrid is encouraged to seek appropriate help, whether or not the individual chooses to report



the incident to USD. Specific off-campus resources in Madrid for counseling, health, mental health, victim advocacy, legal assistance and other services are listed below.

- ***Teléfono De Asistencia Para Mujeres Maltratadas***  
(Telephone Assistance for Battered Women)  
0-1-6
- ***Instituto De La Mujer***  
(Women's Institute)  
[www.inmujer.gob.es](http://www.inmujer.gob.es)
- **Centro de Atención Integral a Mujeres Víctimas de Violencia Sexual (CIMASCAM)**  
(Assistance for Victims of Sexual Aggression)  
Psychological and Legal Services Units  
Calle del Doctor Santero, 12  
Madrid 28039  
(Metro Cuatro Caminos)  
Ph +34 91 534 09 22

### **Written Notification**

When a student or employee reports an incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, trained Campus Assault Resources and Education (CARE) Advocate, and/or the USD Department of Public Safety, the University of San Diego will provide the student or employee with a written explanation of the student or employee's rights and options as outlined above in the Sexual Misconduct and Relationship Violence Reporting and Response Standards and Protocols. This written explanation includes:

- Information about how the institution will protect the privacy and confidentiality of all individuals involved in a report of sexual misconduct and relationship violence;
- Procedures individuals should follow if an incident of sexual misconduct and relationship violence has occurred, including:
  - How and to whom the alleged offense should be reported;
  - Options about the involvement of law enforcement and campus authorities;
  - The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protective order;
  - Rights of victims and the institution's responsibilities for orders of protection. "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, or by the institution;
- Provisions about options for, available assistance in, and how to request accommodations, safety measures, and interim measures;
- On-campus and off-campus resources for counseling, health, mental health, victim advocacy, legal assistance, and other services; and
- An explanation of the procedures for institutional disciplinary action.

## **EDUCATIONAL PROGRAMS AND CAMPAIGNS RELATED TO DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT & STALKING**

The University of San Diego engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking. These programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome. Additionally, these programs consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Appendix F lists the 2018 Educational Programs and Campaigns that promote awareness of dating violence, domestic violence, sexual assault, and stalking and include both primary prevention and awareness programs for all incoming students and new employees, as well as ongoing awareness and prevention campaigns, sustained over time, directed at students and employees.

These programs include:

- A statement that the university prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined by the Clery Act. Clery Act definitions can be found in the “Reportable Crime Definitions” section of this report.
- Reference to the definition of dating violence, domestic violence, sexual assault, and stalking as defined by the Clery Act. Clery Act definitions can be found in the “Reportable Crime Definitions” section of this report.
- Reference to the definition of dating violence, domestic violence, sexual assault, stalking, and consent (in reference to sexual activity) in the institution’s applicable local jurisdiction.
  - California Penal Code definitions can be found in Appendix A and online at [www.sandiego.edu/titleix/policies](http://www.sandiego.edu/titleix/policies).
  - Madrid, Spain, the location of the University of San Diego separate campus, does not have equivalent definitions of dating violence, domestic violence, sexual assault, and stalking in the local jurisdictional penal code.
- Reference to the institutional definition of consent and the purposes for which that definition is used, which can be found in the “Key Definitions” subheading of the “Sexual Misconduct and Relationship Violence Reporting and Response Standards and Protocols” section of this report.
- Reference to the Sexual Misconduct and Relationship Violence Reporting and Response Standards and Protocols which outlines procedures for complainants and the institution to follow when dating violence, domestic violence, sexual assault, and/or stalking is reported.
- Reference to the institutional disciplinary procedures in cases of alleged dating violence, domestic violence, sexual assault, and stalking. Student Conduct Procedures can be found in Appendix C. USD’s Policy Prohibiting Discrimination and Harassment and the procedures applicable to the employee can be found in Appendix D
- A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. Information on risk reduction in no way encourages victim blaming.

### How to Be an Active Bystander

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes: recognizing situations of potential harm; understanding institutional structures and cultural conditions that facilitate violence; overcoming barriers to intervening; identifying safe and effective intervention options; and taking action to intervene. Bystanders play a critical role in the prevention of sexual misconduct and relationship violence. At the University of San Diego, we are a community of Active Bystanders who strive to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm.

We encourage all community member to learn to recognize the warning signs when someone is in danger and step in to prevent it. Active bystanders learn how to recognize and safely intervene in potentially dangerous situations. Sometimes this means distracting someone who appears to be targeting someone who is too drunk to consent. Other times, it means reaching out to USD staff or the police for help.

Some simple steps to becoming an Active Bystander include:

- Notice the situation: Be aware of your surroundings.
- Interpret it as a problem: Do I recognize that someone needs help?
- Feel responsible to act: See yourself as being part of the solution to help.
- Know what to do: Educate yourself on what to do.
- Intervene safely: Take action but be sure to keep yourself safe.

How to Intervene Safely:

- Tell another person. Being with others is a good idea when a situation looks dangerous.
- Ask the individual if they are okay. Provide options and a listening ear.
- Ask the person if they want to leave. Make sure that they get home safely.
- Call the police (9-1-1).
- If on campus, call the Department of Public Safety at (619) 260-2222 for support and options.
- If you are at or near the Madrid Center, notify the *Policia Municipal de Madrid* by calling 1-1-2, or notify the USD Madrid staff by calling the USD Madrid Center Emergency number at +34 640 390 971.

Acting as a community helps USD to be a safe place. Remember these tips when you are out:

- **Have a plan.** Talk with your friends about your plans for the night **BEFORE** you go out. Do you feel like *drinking*? Are you interested in *hooking up*? Where do you want to go? Having a clear plan ahead of time helps friends look after one another.
- **Go out together.** Go out as a group and come home as a group; never separate and never leave your friend(s) behind.
- **Watch out for others.** If you are walking at night with friends and notice a woman walking by herself in the same direction, ask her to join you so she doesn't have to walk alone.

- **Diffuse situations.** If you see a friend coming on too strong to someone who may not be able to make a consensual decision due to alcohol or other drug use, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.
- **Trust your instincts.** If a situation or person doesn't seem "right" to you, trust your gut and remove yourself, if possible, from the situation.<sup>1</sup>

For further information regarding how to be an active bystander visit: [www.sandiego.edu/care](http://www.sandiego.edu/care)

### **Risk Reduction Strategies**

Risk reduction means options designated to decrease perpetration and bystander inaction; increase empowerment for victims in order to promote safety; and help individuals and communities address conditions that facilitate violence. Risk reduction strategies can be helpful in understanding the context of violence, but are never meant to attribute blame to victims for their behavior, decisions, or judgments. The perpetrator of abuse and violence is always the one responsible. There are strategies to assist with reducing risk, safety planning and recognizing abusive behaviors as harmful.

The adapted list below comes from RAINN, the nation's largest anti-sexual violence organization:

- **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.
- **Stay alert.** When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you're alone, only use headphones in one ear to stay aware of your surroundings.
- **Be secure.** Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.
- **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time earn your trust before relying on them.
- **Make a plan.** If you're going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation.
- **Protect your drink.** Don't leave your drink unattended, don't accept an open drink from anyone other than a bartender, and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out.
- **It's okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling

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<sup>1</sup> University of New Hampshire Sexual Harassment & Rape Prevention Program. (n.d.). *Be an Active Bystander*. Retrieved September 2, 2014, from <http://unh.edu/sharpp/bystander>

well, and having to be somewhere else by a certain time.

- **Be a good friend.** Trust your instincts. If you notice something that doesn't feel right, it probably isn't.
- **Get Consent.** Consent is an affirmative, conscious and voluntary agreement to engage in sexual activity. It is an informed decision made freely, actively and voluntarily by all parties. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent cannot be obtained by threat, coercion, or force. Furthermore, a current or previous dating or sexual relationship between the persons involved should never by itself be assumed to be an indicator of consent. Being intoxicated does not diminish one's responsibility to obtain consent.

A person cannot give consent if he or she (1) is a minor (under age 18); (2) has a mental disorder or developmental or physical disability that renders him or her incapable of giving consent, and this is known or reasonably should have been known to the Alleged Offender; (3) is unconscious of the nature of the act, and this is known to the Alleged Offender; or (4) is incapacitated from alcohol or other drugs, and this condition is known or reasonably should have been known to the Alleged Offender. Some indicators that an individual is or may be incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance.

For more information about risk reduction strategies visit:

[www.rainn.org/articles/staying-safe-campus](http://www.rainn.org/articles/staying-safe-campus) or [www.sandiego.edu/care](http://www.sandiego.edu/care)

## ALCOHOL AND DRUG POLICY

### Standards of Conduct

It is the policy of the University of San Diego to provide a safe, healthy and productive educational and work environment for its students and employees. This policy is enacted in compliance with the federal Drug-Free Schools and Communities Act and the federal Drug-Free Workplace Act, and their amendments and implementing regulations.

All university employees and students are required to adhere to this policy. In addition, individuals who are not university employees or students, but who perform work at or for the university, attend university activities or otherwise are on university property (including, but not limited to, independent contractors, volunteers, activity participants, visitors and guests) are required to comply with this policy.

The unlawful possession, use, distribution, sale, manufacture or promotion of illegal drugs, drug paraphernalia and alcohol, or willfully being under the influence of illegal drugs, is prohibited while on university property or as part of any university-sponsored or university-funded activity. Notwithstanding any California law regarding the use of marijuana, federal law continues to make marijuana, with or without a prescription, an illegal drug as that term is used in this policy.

Employees are prohibited from reporting to work or working under the influence of alcohol, illegal drugs, or controlled substances that are used illegally. The same prohibition applies to independent contractors, visitors, and others who perform work at USD or any university-sponsored or university-funded activities. An individual is “under the influence” when his or her work performance, alertness, coordination, or response is impaired or diminished, or where the individual’s actions affect the safety of the individual or others.

If an employee or other individual subject to this policy is not able to perform his or her job responsibilities safely and effectively as a result of a legally-prescribed and/or over-the-counter medication, it is the individual’s responsibility to inform his or her supervisor or Human Resources so that appropriate accommodations can be made.

Employees, students, and others subject to this policy are expected to comply with any other applicable student or departmental policies addressing the use or possession of alcohol. For information concerning what conduct is or is not prohibited, please contact Student Affairs, Auxiliary Services, or Human Resources.

At some university events, alcohol consumption will occur. Those who consume alcohol at university events are expected to comply with applicable laws and to conduct themselves in a professional, responsible and safe manner.

An employee who is convicted of a criminal drug-related or alcohol-related violation occurring in the workplace must notify Human Resources, which in turn will notify the vice president of the division in which the employee works at the university, no later than five (5) days after the conviction.

### **Disciplinary Action**

Violation of any of the standards set forth in this policy will result in appropriate disciplinary action, up to and including dismissal from the university and referral for prosecution. For those who are not students or employees of the university, disciplinary sanctions may include severance of the individual’s relationship with the university and referral for prosecution. For employees, a drug-related or alcohol-related conviction, even for off-campus conduct not part of university-sponsored or university-related activities, may result in disciplinary action, up to and including termination of employment, depending on the relevance of the conviction to the employee’s position, the severity of the offense, and other relevant circumstances

### **Getting Help**

Any student, employee, or other member of the university community who is concerned about substance use, abuse and rehabilitation is strongly encouraged to contact his or her family physician or health plan. In addition, confidential counseling services are available to students through the university’s Wellness area, including the Center for Health and Wellness Promotion ([www.sandiego.edu/health-wellness](http://www.sandiego.edu/health-wellness)), the Counseling Center ([www.sandiego.edu/counseling-center](http://www.sandiego.edu/counseling-center)), and the Student Health Center ([www.sandiego.edu/health-center](http://www.sandiego.edu/health-center)). Employees may seek help through the university’s Employee Assistance Program. For information about the university’s Employee Assistance Program ([www.sandiego.edu/hr/employee/employee-relations/work-life-resources.php](http://www.sandiego.edu/hr/employee/employee-relations/work-life-resources.php)), please contact the Human Resources Department. In accordance with applicable law, the university will reasonably accommodate an employee who wishes to voluntarily enter and participate in an

alcohol or drug rehabilitation program, unless doing so presents and undue hardship to the university.

For more information on the USD Alcohol and Drug Policy visit:  
[www.sandiego.edu/legal/policies/community/health/Alcohol.pdf](http://www.sandiego.edu/legal/policies/community/health/Alcohol.pdf)

The Department of Public Safety has the primary responsibility for the enforcement of both federal and state alcohol and drug laws on-campus, including enforcement of state underage drinking laws. The San Diego Police Department has the primary responsibility for the enforcement of both federal and state alcohol and drug laws at Pacific Ridge and other non-campus locations in San Diego, including enforcement of state underage drinking laws. The *Policia Municipal de Madrid* has the responsibility for the enforcement of both federal and municipal alcohol and drug laws at the Madrid Center, including enforcement of state/municipal underage drinking laws. The Department of Public Safety strictly enforces federal and state drug laws on-campus, which are also a violation of USD Policies and Procedures. Violators are subject to University disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful in the US to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol in the US by anyone under 21 years of age in a public place or a place open to the public is illegal. Further, it is unlawful for any minor to consume at any place not open to the public any alcoholic beverage, unless in connection with the consumption of the alcoholic beverage that minor is being supervised by his or her parent or legal guardian. Individuals, organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

### **Annual Notice**

In compliance with the Drug-Free Schools and Communities Act of 1989, the University distributes in writing, annually and as needed, information to students and employees regarding:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
- A description of the applicable legal sanctions under Federal, State, or local law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the abuse of alcohol and/or use of illicit drugs
- A list of drug and alcohol programs (i.e. counseling, treatment, rehabilitation, and re-entry) that are available to employees or students
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law) for violation of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

For more information regarding this notice for employees please visit: [www.sandiego.edu/hr](http://www.sandiego.edu/hr) and scroll down to “Resources” and visit the *USD Alcohol and Other Drug Resources and Policies* link.

For more information regarding this notice for students, please visit: [www.sandiego.edu/health-wellness](http://www.sandiego.edu/health-wellness) and scroll down to the *USD Alcohol and Other Drug Resources and Policies* link.

Additionally, USD conducts a Biennial Review of its drug and alcohol abuse prevention programs to determine its effectiveness, implement needed change, and ensure disciplinary sanctions are consistently enforced. For the most recent Biennial Review visit [www.sandiego.edu/health-wellness](http://www.sandiego.edu/health-wellness)

and scroll down to the USD Biennial Review section and select the link titled *2018 Biennial Review of Drug and Alcohol Abuse Prevention Programs*.

## **THE STUDENT CODE OF RIGHTS AND RESPONSIBILITIES**

In support of its mission as a Catholic university, the University of San Diego has developed standards of conduct and has implemented processes designed to hold students accountable to these standards of conduct. These standards and processes are set forth in the Student Code of Rights and Responsibilities (the “Code”).

The University of San Diego has an obligation to uphold the laws of the larger community of which it is a part. While the activities covered by the laws of the larger community and those covered by the University of San Diego's rules may overlap, it is important to note that the community's laws and the University of San Diego's rules operate independently and that they do not substitute for each other. The University of San Diego may pursue enforcement of its own rules whether or not legal proceedings are underway or in process, and may use information from third party sources, such as, law enforcement agencies, news agencies, social media, and the courts, to determine whether University rules have been broken. Membership in the university community does not exempt anyone from local, state, or federal laws. The University of San Diego has the right, and obligation, to hold students to a higher standard than the law and prohibit behavior that is illegal.

The Code has been established in order to ensure community order and to facilitate students' unencumbered pursuit of education both inside and outside of the classroom. The Code includes the rules of conduct, university policies, procedures, and sanctions related to students. Each student is responsible for reading, understanding, and complying with the Code.

The University of San Diego reserves the right to amend, modify, and revise the Code at any time. Changes to the Code shall be effective upon the approval of the Vice President of Student Affairs.

For more information on the Student Code of Rights and Responsibilities, visit:  
[www.sandiego.edu/conduct/the-code](http://www.sandiego.edu/conduct/the-code)

### **Rules of Conduct – Alcohol, Drugs, and Weapons**

Enumerated below are the specific prohibitions, policies and procedures of the Code that are the foundation for individual and group conduct at the University of San Diego. As a member of the University of San Diego community, each student is responsible for understanding and following these standards, policies, and procedures. Students are expected to engage in responsible and appropriate conduct that reflects the University's mission.

The following conduct is prohibited on university premises or at university events, wherever they may occur. This same conduct, though occurring off university premises and not at university events, may nonetheless be subject to university sanctions when it adversely affects the university, its educational mission or its community. Violation of these standards, policies, and procedures may subject an individual or group to disciplinary action as determined by the Assistant Vice President for Student Affairs/Dean of Students or his or her designee, pursuant to the provisions of the Code.



12. Possession, consumption or sale of alcoholic beverages by persons under the age of 21 years on university property or at a university-sponsored event; furnishing alcoholic beverages to persons under the age of 21 years on university property or at a university-sponsored event; driving on university property while under the influence of alcohol; public display of intoxication on university property or at a university-sponsored event.
13. Use, possession, manufacture, cultivation, or dissemination of illegal drugs or drug-related paraphernalia; being under the influence of illegal drugs; or the misuse of legal pharmaceutical drugs. The use, possession, manufacture, cultivation, dissemination or being under the influence of marijuana on university property or at university-related activities is prohibited.
20. Unauthorized possession or use of a weapon on university property or in connection with a university activity. For the purpose of this policy, a “weapon” shall include, but is not necessarily limited to, the following: a firearm, pellet gun, skeet rifle, paint gun, potato gun, spear gun, sling shot, bow & arrow, air rifle, taser gun, explosive material (including fireworks), pistol, dagger, ice pick, retractable bladed knife, knife with a fixed blade longer than 2.5 inches used for any purpose other than food preparation and consumption, or any other form of weapon, self-defense instrument or ammunition used for any purpose. In addition, unauthorized possession or use of any weapon in violation of the California Penal Code (including but not limited to sections 626.10 and 16000 et seq.) shall constitute a violation of this rule of conduct. Similarly, use or possession of a laser pointer in violation of California Penal Code section 417.27 or other applicable law shall constitute a violation of this rule of conduct. Possession of a laser of 5 milliwatts (5/1000 of a watt) or more on University property or in connection with a University activity requires the advance written approval of the Assistant Vice President/Dean of Students (or designee).

For more information on the Student Code of Rights and Responsibilities, including a complete list of the Rules of Conduct, visit [www.sandiego.edu/conduct/the-code/rules-of-conduct.php](http://www.sandiego.edu/conduct/the-code/rules-of-conduct.php)

### **Additional Information Regarding Alcohol**

1. All students of the University of San Diego and their guests and visitors are subject to local laws and the University of San Diego's alcohol policy regarding possession and consumption of alcohol. Please also see the University's Alcohol and Drug Policy at: [www.sandiego.edu/legal/policies/community/health/Alcohol.pdf](http://www.sandiego.edu/legal/policies/community/health/Alcohol.pdf)
2. Possession and consumption of alcohol is permitted by persons of legal drinking age only in private rooms within university residence halls, where at least one assigned resident is of legal drinking age, except as noted below. Possession, consumption, and storage of alcohol is prohibited in all residential common areas, e.g., lobbies, public lounges, hallways, stairwells, common bathrooms, landings, common kitchens, balconies, patios, closets or outdoor areas.
3. Furnishing alcohol to a person under legal drinking age on university property or at a university-sponsored event is prohibited.
4. No possession or consumption of alcohol is permitted by anyone in private residence rooms, within university residence halls where all of the assigned residents are under the legal drinking age.
5. No possession or consumption of alcohol is permitted in living areas designated for first-year students.
6. In a room where alcohol consumption is permitted, no more than six (6) guests, of legal drinking age, may be present while alcohol is being consumed, and no guests under the legal

drinking age may be present in the room while alcohol is being consumed. When alcohol is being consumed, all room doors must be closed.

7. Movement between residence rooms where alcohol consumption is permitted with any type of receptacle containing alcohol is prohibited.
8. Public display of intoxication while on university property or at a university-sponsored event is prohibited.
9. Establishment of a private bar, storage of excessive quantities of alcohol or possession and/or use of a tap or keg is prohibited in all Residence Hall areas.
10. Compliance with all requests by Residential Life and/or Public Safety personnel for proof of legal drinking age status is required.
11. Driving while under the influence of alcohol is prohibited.
12. Under special circumstances, with the advance approval through Banquets and Catering, permission for alcohol consumption at an event held on the University campus may be granted if:
  - a. The event is sponsored by a registered campus organization and violations of any applicable California state law and/or the University's alcohol policies are the responsibility of the individual and the sponsoring organization(s) or its representatives.
  - b. The facility being utilized is to be scheduled through Campus Scheduling.
  - c. The sponsoring organization(s) and its representative(s) establish and maintain strict controls for the events and will ensure that no minors consume, are served, or transport alcoholic beverages to the facility or area.
  - d. The event shall be considered a closed function open to the members of the sponsoring group and their invited guests *only*.
  - e. Required administrative procedures will be followed and forms completed.
  - f. Associated Students and the Office of Student Affairs will not allocate funds to student organizations for off-campus events where alcohol is served, with the exception of instances where a proprietor with a liquor license assumes full responsibility for the selling, dispensing and control of any alcohol available to guests or participants at the event.
  - g. Any and all types of advertising for any event, on or off campus, must not include information that alcohol will be served. This includes public media such as *The Vista*, campus calendars, student newsletters, flyers, banners, posters or invitations. The mention of alcoholic beverages cannot be included in advertising for the event, in any manner (i.e., words or phrases).

For more additional information regarding alcohol visit:

[www.sandiego.edu/conduct/the-code/university-policies/alcohol-policy.php](http://www.sandiego.edu/conduct/the-code/university-policies/alcohol-policy.php)

## **WEAPONS OR HARMFUL MATERIALS AND OBJECTS**

Possession of weapons (including but not limited to: fireworks, explosive devices, dirks, daggers, knives (whether fixed or folding having a blade length longer than 2.5 inches; unless the knife is being used lawfully in or around a residence or residential facility or for lawful use in food preparation or consumption), firearms of any type, air rifles, air pistols, pellet/BB guns, paintball guns, or other devices capable of expelling a projectile with force of air pressure or spring action, any type of non-functional replica weapon, potato guns, blow guns, spear guns, slingshots, bows and arrows, swords,

any other form of weapon, sporting instrument, self-defense instrument, ammunition for any purpose (live or inert) and or any weapon possessed or used in violation of the law) are absolutely prohibited. As a private university, USD is permitted to impose a more stringent weapons policy than on public property. Please note that certain items and behaviors that are legal under state and federal law are prohibited on the USD campus, and that appropriate disciplinary measures will be pursued in the event that an individual is found to have violated University of San Diego weapons policy.

For more information on Weapons or Harmful Materials and Objects visit:  
[www.sandiego.edu/safety/about/weapons.php](http://www.sandiego.edu/safety/about/weapons.php)

## **ANNUAL DISCLOSURE OF CRIME & FIRE STATISTICS**

### **Annual Security and Fire Safety Report**

All reported Clery Act crimes, which occurred within the institution's identified Clery Geography, are included as a statistic in this publication, which is compiled and published by the Department of Public Safety on a calendar year basis pursuant to the requirements of the *Clery Act*. Statistical information is compiled from Campus Security Authorities as well as anonymous reports submitted to the Department of Public Safety. Additionally, statistical information is requested and compiled from local law enforcement agencies and included in this publication.

All reported fires, which occurred within the institution's on-campus student housing facilities, are included as a statistic in this publication, which is compiled and published by the Department of Public Safety on a calendar year basis pursuant to the requirements of the *Clery Act*. Statistical information is compiled from reports submitted to the Department of Public Safety in conjunction with the Environmental Health and Safety Office.

All crime and fire statistics included in this publication are also submitted by the Department of Public Safety on an annual basis to the Department of Education.

By October 1 of each year, the campus community is made aware of the Annual Security & Fire Safety Report by email notification that offers a brief summary of the contents, as well as information on how to view the report. The report is available online at [www.sandiego.edu/safety/documents/annualreport.pdf](http://www.sandiego.edu/safety/documents/annualreport.pdf). A hard copy of the report may also be obtained by calling the Department of Public Safety at (619) 260-7777 or by visiting the Department of Public Safety in the Hughes Administration Center, Room 150.

### **Reportable Crime Definitions**

The following are offenses that the University is required to report under the *Clery Act*. Criminal Offense, Hate Crime, arrest and disciplinary referral statistics are counted based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for *Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations* are from the *Summary Reporting System (SRS) User Manual* from the FBI's UCR Program. The definitions of *Fondling, Incest and Statutory Rape* are from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the UCR. Hate Crimes are classified according to the FBI's *Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual*. Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet

all of the other UCR Program standards. For the categories of *Domestic Violence*, *Dating Violence* and *Stalking*, the *Clery Act* specifies that institutions use the definitions provided by the *Violence Against Women Act of 1994* and repeated in the Department's Clery Act regulations.

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent

**Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate Crimes include any of the crime classifications listed above (murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson), as well as incidents of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. Under the *Clery Act*, the following eight categories of bias are reported: race, religion, sexual

orientation, gender, gender identity, ethnicity, national origin, and disability.

**Larceny-Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition –

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition:

- Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device,

or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

**Arrests and Disciplinary Referrals for Violations of Weapons, Drug Abuse and Liquor Laws:** The University is required to disclose the number of arrests and the number of persons referred for disciplinary action for the following law violations:

**Weapons: Carrying, Possessing, Etc.:** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Drug Abuse Violations:** Violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations:** Violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

### Reportable Geographic Areas

The following are the required geographic parameters as identified by the *Clergy Act*:

**On-Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)

**On-campus Student Housing Facility:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Non-Campus Buildings or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Separate Campus:** A location is considered a separate campus if it meets all of the following criteria: the institution owns or controls the site, it is not reasonably geographically contiguous with the main campus, it has an organized program of study, and there is at least one person on site acting in an administrative capacity.

## **PUBLIC SAFETY RESPONSE AND PATROL JURISDICTION MAP**

The below map indicates the Public Safety response and patrol jurisdiction along with the reporting area for on-campus crime statistics (sans the Pacific Ridge Apartment Complex). The Department of Public Safety does not have jurisdictional authority on Public Property, at the Pacific Ridge Apartment Complex, at identified Non-Campus Buildings or Property, and at any identified Separate Campus.

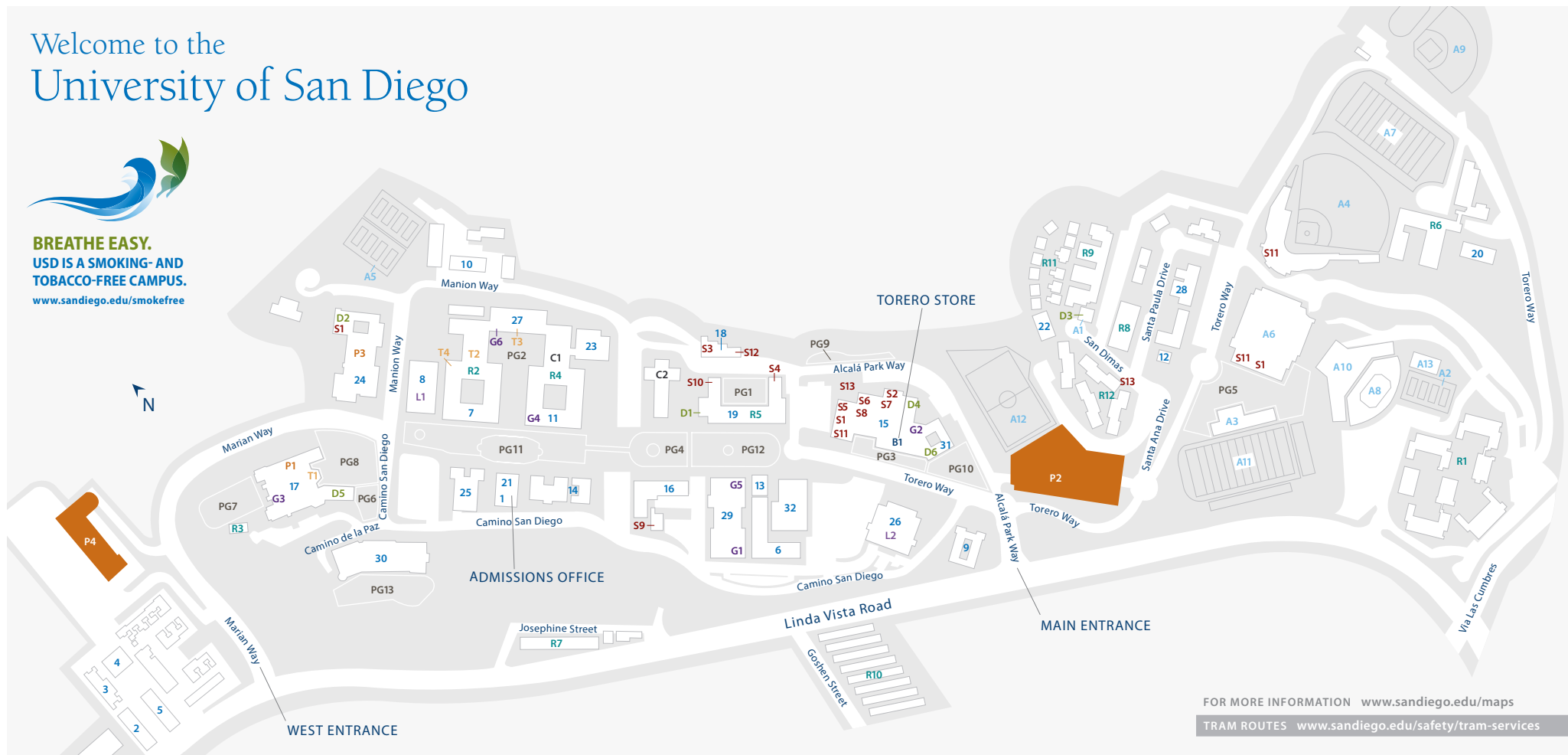
# Welcome to the University of San Diego



## BREATHE EASY.

USD IS A SMOKING- AND TOBACCO-FREE CAMPUS.

[www.sandiego.edu/smokefree](http://www.sandiego.edu/smokefree)



FOR MORE INFORMATION [www.sandiego.edu/maps](http://www.sandiego.edu/maps)

TRAM ROUTES [www.sandiego.edu/safety/tram-services](http://www.sandiego.edu/safety/tram-services)

### ACADEMIC AND ADMINISTRATIVE FACILITIES

- 1 Admissions Office and Career Development Center (Manchester Hall)
- 2 Alcalá Park West - Ávila
- 3 Alcalá Park West - Barcelona
- 4 Alcalá Park West - Coronado
- 5 Alcalá Park West - Durango
- 6 Belanich Engineering Center
- 7 Camino Hall
- 8 Copley Library
- 9 Degheri Alumni Center
- 10 Facilities Management Complex
- 11 Founders Hall
- 12 Franciscan School of Theology
- 13 Guadalupe Hall
- 14 Hahn School of Nursing and Beyster Institute for Nursing Research
- 15 Hahn University Center
- 16 Hughes Administration Center
- 17 Joan B. Kroc Institute for Peace and Justice
- 18 Maher Annex
- 19 Maher Hall
- 20 Manchester Family Child Development Center
- 21 Manchester Hall
- 22 Mata'yuum Crossroads
- 23 Ministry Center
- 24 Mother Rosalie Hill Hall
- 25 Olin Hall
- 26 Pardee Legal Research Center
- 27 Sacred Heart Hall / NROTC
- 28 St. Francis Center for Priestly Formation
- 29 Saints Tekakwitha and Serra Hall
- 30 Shiley Center for Science and Technology
- 31 Student Life Pavilion
- 32 Warren Hall

### ATHLETIC FACILITIES

- A1 Bosley Café and Fitness Center
- A2 East Tennis Courts
- A3 Field House
- A4 Fowler Park / Cunningham Field
- A5 Hogan West Tennis Courts
- A6 Jenny Craig Pavilion / McNamara Fitness Center
- A7 Manchester Valley Field
- A8 Pool
- A9 Softball Field
- A10 Sports Center
- A11 Torero Stadium
- A12 Valley Field
- A13 Weight Room

### BOOKSTORE

- B1 Torero Store

### CHURCHES

- C1 Founders Chapel
- C2 The Immaculata

### DINING AND CAFÉS

- D1 Aromas (Maher Hall)
- D2 Bert's Bistro (Mother Rosalie Hill Hall)
- D3 Bosley Café and Fitness Center
- D4 La Gran Terraza (Hahn University Center)
- D5 La Paloma (Joan B. Kroc Institute for Peace and Justice)
- D6 Pavilion Dining / Tu Mercado / Frank's Lounge (Student Life Pavilion)

### GALLERIES

- G1 David W. May American Indian Gallery

- G2 Exhibit Hall (Student Life Pavilion)
- G3 Fine Art Galleries (Joan B. Kroc Institute for Peace and Justice)
- G4 Hoehn Family Galleries and Hoehn Print Study Room (Founders Hall)
- G5 Humanities Center Gallery
- G6 Visual Art Center (Sacred Heart Hall)

### LIBRARIES

- L1 Copley Library
- L2 Pardee Legal Research Center

### PARKING STRUCTURES

- P1 Joan B. Kroc Institute for Peace and Justice Parking
- P2 Main Parking Structure
- P3 Mother Rosalie Hill Hall Parking
- P4 West Parking Structure

### PLAZAS AND GARDENS

- PG1 Bishop Leo T. Maher Garden
- PG2 Camino / Founders Patio
- PG3 Cardinal Van Thuan Plaza
- PG4 Colachis Plaza
- PG5 Eagan Plaza
- PG6 Garden of the Moon
- PG7 Garden of the Sea
- PG8 Garden of the Sky / 9/11 Memorial
- PG9 Kumeyay Garden
- PG10 Mother Teresa Plaza
- PG11 Paseo de Colachis
- PG12 Plaza de San Diego
- PG13 Strata Plaza

### THEATRES

- T1 Peace and Justice Theatre (Joan B. Kroc Institute for Peace and Justice)
- T2 Shiley Theatre (Camino Hall)
- T3 Studio Theatre (Sacred Heart Hall)

- T4 Vassiliadis Family Black Box Theatre (Camino Hall)

### RESIDENCE HALLS

- R1 Alcalá Vista Apartments
- R2 Camino Hall
- R3 Casa de la Paz
- R4 Founders Hall
- R5 Maher Hall
- R6 Manchester Village Apartments
- R7 Presidio Terrace Apartments
- R8 San Antonio de Padua
- R9 San Buenaventura
- R10 University Terrace Apartments
- R11 Valley Residence A
- R12 Valley Residence B

### SERVICES

- S1 ATM
- S2 Hospitality Services

- S3 Mail Center
- S4 Media Center (Maher Hall)
- S5 Military and Veterans Center (Hahn University Center)
- S6 One-Stop Student Center Financial Aid Campus Card Services, Student Accounts and Registrar, US Bank (Hahn University Center)
- S7 Outdoor Adventures (Hahn University Center)
- S8 Parking Services (Hahn University Center)
- S9 Public Safety / Visitor Information
- S10 Student Health Center (Maher Hall)
- S11 Ticket Offices (Fowler Park, Hahn University Center, Jenny Craig Pavilion)
- S12 University Copy
- S13 Zipcar



## CRIME STATISTICS CHARTS

Please note the following:

- Crime statistics below include all *Clery Act* crimes that were reported to the Department of Public Safety (either directly by a reporting party or by a Campus Security Authority) and local law enforcement agencies.
- Reported crimes may involve individuals not associated with the institution.
- As indicated below with an asterisk (\*), Student Residential Facility statistics are a subset of the on-campus category (i.e. they are counted in both categories) for the University of San Diego Main Campus.
- In 2014, USD formally established the University of San Diego Madrid Center as a Separate Campus. As a result, crime statistics for the Madrid Center are reported separately from the USD Main Campus.
- In 2016, 2017, and 2018 the USD Madrid Center Campus did not have any On-Campus Student Residential Facilities.
- Hate Crimes:
  - University of San Diego Main Campus:
    - 2016:
      - One on-campus vandalism incident characterized by sexual orientation bias;
      - One on-campus student residential facility vandalism incident characterized by sexual orientation bias; and
      - One on-campus vandalism incident characterized by racial bias.
    - 2017: No Hate Crimes Reported
    - 2018: No Hate Crimes Reported
  - University of San Diego Madrid Center Campus:
    - 2016: No Hate Crimes reported
    - 2017: No Hate Crimes reported
    - 2018: No Hate Crimes reported
- Unfounded Crimes:
  - There were no unfounded crimes at the University of San Diego Main Campus for the years 2016, 2017, and 2018.
  - There were no unfounded crimes at the University of San Diego Madrid Center Campus for the years 2016, 2017, and 2018.

University of San Diego Main Campus

University of San Diego Main Campus						
Criminal Offenses	Year	Geographic Locations				
		On Campus	Non-Campus	Public Property	Total	Residential Facilities*
Murder/Non Negligent Manslaughter	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Rape	2018	2	0	0	2	2
	2017	7	0	0	7	6
	2016	7	0	0	7	6
Fondling	2018	6	0	0	6	3
	2017	4	0	1	5	2
	2016	4	0	0	4	2
Incest	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Statutory Rape	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Robbery	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Aggravated Assault	2018	0	1	0	1	0
	2017	2	0	2	4	1
	2016	0	0	0	0	0
Burglary	2018	8	0	0	8	3
	2017	12	0	0	12	6
	2016	17	0	0	17	9
Motor Vehicle Theft	2018	1	0	0	1	0
	2017	10	0	1	11	2
	2016	2	0	2	4	0
Arson	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0

University of San Diego Main Campus						
VAWA Offenses (Not Reported by Hierarchy)	Year	Geographic Locations				
		On Campus	Non-Campus	Public Property	Total	Residential Facilities*
Domestic Violence	2018	2	1	0	3	1
	2017	0	0	0	0	0
	2016	5	0	0	5	4
Dating Violence	2018	5	0	0	5	2
	2017	0	0	0	0	0
	2016	4	0	0	4	3
Stalking	2018	7	0	0	7	4
	2017	0	0	0	0	0
	2016	9	0	0	9	5

University of San Diego Main Campus						
Arrests and Disciplinary Referrals	Year	Geographic Locations				
		On Campus	Non-Campus	Public Property	Total	Residential Facilities*
Arrests: Liquor Law Violations	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	1	0	0	1	0
Arrests: Drug Abuse Violations	2018	0	0	0	0	0
	2017	1	0	0	1	0
	2016	2	0	0	2	0
Arrests: Weapons: Carrying, Possessing, Etc.	2018	0	0	0	0	0
	2017	1	0	1	2	0
	2016	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2018	342	0	0	342	305
	2017	437	0	0	437	400
	2016	497	0	0	497	447
Disciplinary Referrals: Drug Abuse Violations	2018	9	0	0	9	9
	2017	3	0	0	3	3
	2016	1	0	0	1	1
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2018	0	0	0	0	0
	2017	10	0	0	10	8
	2016	8	0	0	8	8

University of San Diego Madrid Center

University of San Diego Madrid Center					
Criminal Offenses	Year	Geographic Locations			
		On Campus	Non-Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Fondling	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Burglary	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

University of San Diego Madrid Center					
VAWA Offenses (Not Reported by Hierarchy)	Year	Geographic Locations			
		On Campus	Non- Campus	Public Property	Total
Domestic Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Dating Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Stalking	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

University of San Diego Madrid Center					
Arrests and Disciplinary Referrals	Year	Geographic Locations			
		On Campus	Non- Campus	Public Property	Total
Arrests: Liquor Law Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arrests: Drug Abuse Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arrests: Weapons: Carrying, Possessing, Etc.	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

## FIRE STATISTICS - ON CAMPUS STUDENT RESIDENTIAL FACILITIES

2016								
Residential Facility		Address	Total Fires	Fire Number	Cause of Fire	Injuries <sup>1</sup>	Deaths <sup>2</sup>	Est. Property Damage <sup>3</sup>
Alcala Vista Apts	Borrego	1520 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
	Cuyamaca	1506/1508 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
	Laguna	1502/1504 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
	Palomar	1510/1512 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
San Antonio de Padua Apartments		1624 Santa Paula	1	1	Unintentional Machinery/Industrial	0	0	\$0-99
Camino Hall		5600 Marian Way	0	N/A	N/A	N/A	N/A	N/A
Founders Hall		5690 Marian Way	0	N/A	N/A	N/A	N/A	N/A
Maher Hall		5770 Marian Way	1	1	Unintentional Electrical	0	0	\$400.00
Missions A Suites		5909-5981 San Dimas	0	N/A	N/A	N/A	N/A	N/A
Missions B Suites	San Juan	6025 San Dimas	0	N/A	N/A	N/A	N/A	N/A
	San Luis	6065 San Dimas	0	N/A	N/A	N/A	N/A	N/A
	San Miguel	6045 San Dimas	0	N/A	N/A	N/A	N/A	N/A
	San Rafael	6015 San Dimas	0	N/A	N/A	N/A	N/A	N/A
Manchester Village Apts	Bldg, 1	1720 Via Las Cumbres	1	1	Unintentional Cooking	0	0	\$110.00
	Bldg, 2	1714 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
Presidio Terrace Apts		5702 Linda Vista Road	0	N/A	N/A	N/A	N/A	N/A
San Buenaventura		6030 San Dimas	0	N/A	N/A	N/A	N/A	N/A
University Terrace Apartments		1301 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1309 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1317 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1325 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1333 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1341 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1349 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1357 Goshen St.	0	N/A	N/A	N/A	N/A	N/A

**KEY:**

<sup>1</sup> Number of persons who received fire related injuries that resulted in treatment at a medical facility

<sup>2</sup> Number of deaths related to fire

<sup>3</sup> Value of property damage caused by fire

2017								
Residential Facility		Address	Total Fires	Fire Number	Cause of Fire	Injuries <sup>1</sup>	Deaths <sup>2</sup>	Est. Property Damage <sup>3</sup>
Alcala Vista Apts	Borrogo	1520 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
	Cuyamaca	1506/1508 Via Las Cumbres	1	1	Undetermined	0	0	\$100-999
	Laguna	1502/1504 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
	Palomar	1510/1512 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
San Antonio de Padua Apartments		1624 Santa Paula	0	N/A	N/A	N/A	N/A	N/A
Camino Hall		5600 Marian Way	0	N/A	N/A	N/A	N/A	N/A
Founders Hall		5690 Marian Way	0	N/A	N/A	N/A	N/A	N/A
Maher Hall		5770 Marian Way	0	N/A	N/A	N/A	N/A	N/A
Missions A Suites		5909-5981 San Dimas	0	N/A	N/A	N/A	N/A	N/A
Missions B Suites	San Juan	6025 San Dimas	0	N/A	N/A	N/A	N/A	N/A
	San Luis	6065 San Dimas	0	N/A	N/A	N/A	N/A	N/A
	San Miguel	6045 San Dimas	0	N/A	N/A	N/A	N/A	N/A
	San Rafael	6015 San Dimas	0	N/A	N/A	N/A	N/A	N/A
Manchester Village Apts	Bldg, 1	1720 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
	Bldg, 2	1714 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
Presidio Terrace Apts		5702 Linda Vista Road	0	N/A	N/A	N/A	N/A	N/A
San Buenaventura		6030 San Dimas	0	N/A	N/A	N/A	N/A	N/A
University Terrace Apartments		1301 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1309 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1317 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1325 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1333 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1341 Goshen St.	1	1	Unintentional Electrical	0	0	\$100-999
		1349 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1357 Goshen St.	0	N/A	N/A	N/A	N/A	N/A

**KEY:**

<sup>1</sup> Number of persons who received fire related injuries that resulted in treatment at a medical facility

<sup>2</sup> Number of deaths related to fire

<sup>3</sup> Value of property damage caused by fire

2018								
Residential Facility		Address	Total Fires	Fire Number	Cause of Fire	Injuries <sup>1</sup>	Deaths <sup>2</sup>	Est. Property Damage <sup>3</sup>
Alcala Vista Apts	Borrego	1520 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
	Cuyamaca	1506/1508 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
	Laguna	1502/1504 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
	Palomar	1510/1512 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
San Antonio de Padua Apartments		1624 Santa Paula	0	N/A	N/A	N/A	N/A	N/A
Camino Hall		5600 Marian Way	0	N/A	N/A	N/A	N/A	N/A
Founders Hall		5690 Marian Way	0	N/A	N/A	N/A	N/A	N/A
Maher Hall		5770 Marian Way	0	N/A	N/A	N/A	N/A	N/A
Missions A Suites		5909-5981 San Dimas	0	N/A	N/A	N/A	N/A	N/A
Missions B Suites	San Juan	6025 San Dimas	0	N/A	N/A	N/A	N/A	N/A
	San Luis	6065 San Dimas	0	N/A	N/A	N/A	N/A	N/A
	San Miguel	6045 San Dimas	0	N/A	N/A	N/A	N/A	N/A
	San Rafael	6015 San Dimas	0	N/A	N/A	N/A	N/A	N/A
Manchester Village Apts	Bldg, 1	1720 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
	Bldg, 2	1714 Via Las Cumbres	0	N/A	N/A	N/A	N/A	N/A
Presidio Terrace Apts		5702 Linda Vista Road	0	N/A	N/A	N/A	N/A	N/A
San Buenaventura		6030 San Dimas	1	1	Unintentional; open flame	1	0	\$1,000-9-999
University Terrace Apartments		1301 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1309 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1317 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1325 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1333 Goshen St.	0	N/A	N/A	N/A	N/A	N/A



		1341 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1349 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
		1357 Goshen St.	0	N/A	N/A	N/A	N/A	N/A
<b>Pacific Ridge Apartment Complex</b>	<b>Bldg. 5925</b>	5945 Linda Vista Road	0	N/A	N/A	N/A	N/A	N/A
	<b>Bldg. 5935</b>	5945 Linda Vista Road	0	N/A	N/A	N/A	N/A	N/A
	<b>Bldg. 5955</b>	5945 Linda Vista Road	0	N/A	N/A	N/A	N/A	N/A
	<b>Bldg. 5965</b>	5945 Linda Vista Road	0	N/A	N/A	N/A	N/A	N/A

**KEY:**

<sup>1</sup> Number of persons who received fire related injuries that resulted in treatment at a medical facility

<sup>2</sup> Number of deaths related to fire

<sup>3</sup> Value of property damage caused by fire

## FIRE SAFETY AMENITIES - ON CAMPUS STUDENT RESIDENTIAL FACILITIES

Residential Facility		Address	Fire Alarm System	Smoke Detection	Fire Extinguisher Devices <sup>3</sup>	Posted Evacuation Plans & Placards	Number of Fire Drills per Calendar Year
Alcala Vista Apts	Borrego*	1520 Via Las Cumbres	Yes <sup>1</sup>	C and R	X	X	2
	Cuyamaca*	1506/1508 Via Las Cumbres	Yes <sup>1</sup>	C and R	X	X	2
	Laguna*	1502/1504 Via Las Cumbres	Yes <sup>1</sup>	C and R	X	X	2
	Palomar*	1510/1512 Via Las Cumbres	Yes <sup>1</sup>	C and R	X	X	2
San Antonio de Padua Apartments		1624 Santa Paula	Yes <sup>1</sup>	C and R	X	X	2
Camino Hall		5600 Marian Way	Yes <sup>1</sup>	C and R	X	X	2
Founders Hall		5690 Marian Way	Yes <sup>1</sup>	C and R	X	X	2
Maher Hall		5770 Marian Way	Yes <sup>1</sup>	C and R	X	X	2
Missions A Suites		5909-5981 San Dimas	Yes <sup>1</sup>	C and R	X	X	2
Missions B Suites	San Juan*	6025 San Dimas	Yes <sup>1</sup>	C and R	X	X	2
	San Luis*	6065 San Dimas	Yes <sup>1</sup>	C and R	X	X	2
	San Miguel*	6045 San Dimas	Yes <sup>1</sup>	C and R	X	X	2
	San Rafael*	6015 San Dimas	Yes <sup>1</sup>	C and R	X	X	2
Manchester Village Apts	Bldg. 1*	1714 Via Las Cumbres	Yes <sup>1</sup>	C and R	X	X	2
	Bldg. 2*	1720 Via Las Cumbres	Yes <sup>1</sup>	C and R	X	X	2
Presidio Terrace Apts		5702 Linda Vista Road	No	R+	X	X	0
San Buenaventura*		6030 San Dimas	Yes <sup>1</sup>	C and R	X	X	0
University Terrace Apartments		1301 Goshen Street	No	C+ and R+	X	X	0
		1309 Goshen Street	No	C+ and R+	X	X	0
		1317 Goshen Street	No	C+ and R+	X	X	0
		1325 Goshen Street	No	C+ and R+	X	X	0
		1333 Goshen Street	No	C+ and R+	X	X	0
		1341 Goshen Street	No	C+ and R+	X	X	0
		1349 Goshen Street	No	C+ and R+	X	X	0
		1357 Goshen Street	No	C+ and R+	X	X	0
Pacific Ridge Apartment Complex	Bldg. 5925	5945 Linda Vista Road	Yes <sup>2</sup>	C and R	X	X	0
	Bldg. 5935	5945 Linda Vista Road	Yes <sup>2</sup>	C and R	X	X	0
	Bldg. 5955	5945 Linda Vista Road	Yes <sup>2</sup>	C and R	X	X	0
	Bldg. 5965	5945 Linda Vista Road	Yes <sup>2</sup>	C and R	X	X	0

**KEY:**

- \* Denotes student residential facility that has a full sprinkler system, defined as complete coverage of common areas and individual rooms. There are no partial sprinkler systems in USD student residential facilities.
- <sup>1</sup> Denotes fire alarm system defined as being connected to a control panel that is monitored 24/7 by the Department of Public Safety Dispatch
- <sup>2</sup> Denotes fire alarm system defined as being connected to a control panel that is monitored 24/7 by Allied Universal
- C Indicates smoke detection in the common room
- R Indicates smoke detection in a sleeping or residential room
- + Indicates battery operated, stand along smoke detectors
- <sup>3</sup> Denotes fire extinguishing device is stored in the common area only

## APPENDICES

### Appendix A – California Penal Code Definitions

Below are the California Penal Code definitions of Sexual Assault (Rape, Sexual Battery, Incest, and Statutory Rape), Dating Violence, Domestic Violence, Stalking, and Consent

#### **Rape - California Penal Code Section 261 (relevant excerpts)**

- (a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:
  - (1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act.
  - (2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.
  - (3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.
  - (4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions:
    - (A) Was unconscious or asleep.
    - (B) Was not aware, knowing, perceiving, or cognizant that the act occurred.
    - (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.
    - (D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.
  - (5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.
  - (6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.
  - (7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.
- (b) As used in this section, "duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in

- appraising the existence of duress.
- (c) As used in this section, "menace" means any threat, declaration, or act which shows an intention to inflict an injury upon another.

**Consent - California Penal Code Section 261.6**

In prosecutions under Section 261, 262, 286, 288a, or 289, in which consent is at issue, "consent" shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.

A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under Section 261, 262, 286, 288a, or 289.

Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent.

[Note that California Education Code Section 67386 sets forth an "affirmative consent" standard that must be applied in university policies addressing sexual assault, domestic violence, dating violence, and stalking.]

**Statutory Rape - California Penal Code Section 261.5 (relevant excerpts)**

- (a) Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a "minor" is a person under the age of 18 years and an "adult" is a person who is at least 18 years of age.
- (b) Any person who engages in an act of unlawful sexual intercourse with a minor who is not more than three years older or three years younger than the perpetrator, is guilty of a misdemeanor.
- (c) Any person who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.
- (d) Any person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 16 years of age is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

**Incest - California Penal Code Section 285**

Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.

**Domestic Violence and Dating Violence - California Penal Code Section 13700 (relevant excerpts)**

- (a) "Abuse" means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.

- (b) "Domestic violence" means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

#### **Sexual Battery - California Penal Code Section 243.4**

- (a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).
- (b) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).
- (c) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).
- (d) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).
- (e) (1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery, punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. However, if the defendant

- was an employer and the victim was an employee of the defendant, the misdemeanor sexual battery shall be punishable by a fine not exceeding three thousand dollars (\$3,000), by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. Notwithstanding any other provision of law, any amount of a fine above two thousand dollars (\$2,000) which is collected from a defendant for a violation of this subdivision shall be transmitted to the State Treasury and, upon appropriation by the Legislature, distributed to the Department of Fair Employment and Housing for the purpose of enforcement of the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), including, but not limited to, laws that proscribe sexual harassment in places of employment. However, in no event shall an amount over two thousand dollars (\$2,000) be transmitted to the State Treasury until all fines, including any restitution fines that may have been imposed upon the defendant, have been paid in full.
- (2) As used in this subdivision, "touches" means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.
- (f) As used in subdivisions (a), (b), (c), and (d), "touches" means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense.
- (g) As used in this section, the following terms have the following meanings:
- (1) "Intimate part" means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.
  - (2) "Sexual battery" does not include the crimes defined in Section 261 or 289.
  - (3) "Seriously disabled" means a person with severe physical or sensory disabilities.
  - (4) "Medically incapacitated" means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication.
  - (5) "Institutionalized" means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.
  - (6) "Minor" means a person under 18 years of age.
- (h) This section shall not be construed to limit or prevent prosecution under any other law which also proscribes a course of conduct that also is proscribed by this section.
- (i) In the case of a felony conviction for a violation of this section, the fact that the defendant was an employer and the victim was an employee of the defendant shall be a factor in aggravation in sentencing.
- (j) A person who commits a violation of subdivision (a), (b), (c), or (d) against a minor when the person has a prior felony conviction for a violation of this section shall be guilty of a felony, punishable by imprisonment in the state prison for two, three, or four years and a fine not exceeding ten thousand dollars (\$10,000).

### **Stalking - California Penal Code Section 646.9 (relevant excerpts)**

- (a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.
- (b) Any person who violates subdivision (a) when there is a temporary restraining order,

injunction, or any other court order in effect prohibiting the behavior described in subdivision (a) against the same party, shall be punished by imprisonment in the state prison for two, three, or four years.

...

- (e) For the purposes of this section, "harasses" means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.
- (f) For the purposes of this section, "course of conduct" means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct."
- (g) For the purposes of this section, "credible threat" means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety or the safety of his or her family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section. Constitutionally protected activity is not included within the meaning of "credible threat."
- (h) For purposes of this section, the term "electronic communication device" includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, or pagers. "Electronic communication" has the same meaning as the term defined in Subsection 12 of Section 2510 of Title 18 of the United States Code.

...

- (i) For purposes of this section, "immediate family" means any spouse, parent, child, any person related by consanguinity or affinity within the second degree, or any other person who regularly resides in the household, or who, within the prior six months, regularly resided in the household.



## **Appendix B – Definition of Student**

Below is the definition of “Student” as contained in the Student Code of Rights and Responsibilities:

- **Student** - The term “student” includes (a) all persons taking courses or otherwise enrolled at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies; (b) persons who withdraw after alleged to have violated the Code; (c) persons who are not officially enrolled for a particular term but who have a continuing relationship with the University; and (d) persons who are living in University residence halls, although not enrolled in this institution. The University may, at its sole discretion, apply the conduct procedures described in the Code to students who have accepted an offer of admission and have not yet begun classes. The Code applies to all students of the University and applies to students registered or enrolled in academic programs in another country or state.

## **Appendix C – Student Conduct Procedures**

### **1. COMPLAINTS**

- a. Any current student, faculty, administrator or staff member of the University of San Diego may file a complaint against any student alleging a violation of the Code. Complaints shall be prepared in writing and directed to the Assistant Vice President for Student Affairs/Dean of Students or his/her designee (“Assistant Vice President for Student Affairs/Dean of Students”). A complaint should be submitted as soon as possible after the event takes place, generally within 30 days of the alleged incident. At the discretion of the Assistant Vice President for Student Affairs/Dean of Students, the time permitted to file a complaint may be extended. In addition to complaints from those identified above, an incident report from a University department (including but not limited to Public Safety, Residential Life, or Human Resources) may initiate these procedures. The Assistant Vice President for Student Affairs/Dean of Students may request that Public Safety investigate the incident.
- b. In addition to on-campus conduct, acts committed off-campus, but related to the security of the University or a member of the University community, the well-being or reputation of the University, or the educational mission of the University are subject to these student conduct procedures as determined by the Assistant Vice President for Student Affairs/Dean of Students or his/her designee.

### **2. INTERIM MEASURES**

- a. Suspension

The Assistant Vice President for Student Affairs/Dean of Students may suspend the Alleged Offender from the University and/or from the residence halls on an interim basis prior to the hearing.

  - i. An interim suspension may be imposed to ensure the safety or well-being of any member of the University community; to preserve or protect University of San Diego property; to ensure the student’s own physical or emotional safety and well-being; or if the Alleged Offender poses an ongoing threat to, disruption to, or interference with the normal operations of the University.
  - ii. During the interim suspension, the Assistant Vice President for Student Affairs/Dean of Students, in his or her discretion, may restrict or deny access by the Alleged Offender to the residence halls and/or to the campus (including classes) and/or any or all other University activities or privileges for which the Alleged Offender might otherwise be eligible.
  - iii. A student who is placed on interim suspension shall continue to be subject to these student conduct procedures.

The student will be notified in writing of this action and the reasons for the suspension. The notice will also include instructions regarding the process in which they may show cause why his or her continued presence on campus does not constitute a threat.

b. Change in Living Arrangements

As stated in the Campus Housing and Dining Services Agreement, the University reserves the right to assign roommates, to change room or hall assignments, and/or to consolidate vacancies by requiring residents to move from one accommodation to another in the event such reassignments are determined to be necessary by the University.

**3. CONFERENCES, HEARINGS, AND BOARDS**

- a. The Assistant Dean of Students or his/her designee (“Assistant Dean of Students”) may assign an Alleged Offender to appear before a hearing officer in a Community Standards Conference or an Administrative Hearing, or to appear before a Peer Review Board or a Critical Issues Board (each referred to as a “Board”). The Assistant Dean of Students shall determine which hearing officer or hearing Board will hear each matter. When an Alleged Offender is assigned to appear before a Hearing Board, the Assistant Dean of Students shall convene the Board. In circumstances when a Board cannot reasonably be convened in a timely manner (for example, prior to training, during the last two weeks of the fall and spring semesters, or during intersession and summer sessions), complaints are generally resolved through the administrative hearing process.

b. Community Standards Conference

For minor residential life violations that are alleged to violate the Community Standards contract (i.e. noise, pets, screens, smoking), a Community Standards Conference is conducted by a Residential Life professional, whose duties include:

- i. Determining the allegations.
- ii. Reviewing all information available to the residence life professional.
- iii. Determining whether the Alleged Offender has violated the Residential Life Community Standards.
- iv. Determining appropriate sanctions when necessary.
- v. Allowing for reflection and education.
- vi. Documenting the decision and any sanctions.

c. Administrative Hearings

Hearings of alleged violations of the Student Code that occur on campus or off campus are conducted by the Assistant Dean of Students or his/her designee (which includes but is not limited to the Director of Student Conduct) who shall be the administrative hearing officer. The administrative hearing officer will determine whether the charges will be resolved administratively, or may refer the matter to a Peer Review Board or Critical Issues Board for adjudication. When a charge will be resolved administratively and not referred to a Board for adjudication, an administrative hearing officer’s responsibilities include:

- i. Determining the allegations.
- ii. Reviewing all information available to the administrative hearing officer.
- iii. Determining whether the Alleged Offender has violated the Code
- iv. Determining appropriate sanctions when necessary.
- v. Creating an opportunity for student reflection and education.

- vi. Documenting the decision and any sanctions.

- d. Peer Review Board

A Peer Review Board hears all cases referred to it by the Assistant Dean of Students or his/her designee. The responsibilities of the Board include:

- i. Reviewing the charges.
- ii. Reviewing all information available to the Board.
- iii. Determining whether the Alleged Offender has violated the Code.
- iv. If a violation has occurred, recommending appropriate sanctions to the Assistant Dean of Students.
- v. Creating an opportunity for reconciliation and reflection.

The Peer Review Board shall be composed of three students trained in the University's conduct procedures. The Peer Review Board will be advised by a Student Affairs professional, appointed by the Assistant Dean of Students.

- e. Critical Issues Board

A Critical Issues Board hears all the cases referred to it by the Assistant Dean of Students or his/her designee. These hearings usually involve allegations of a more serious nature that may result in suspension or expulsion. The responsibilities of the Board include:

- i. Reviewing the charges.
- ii. Reviewing all information available to the Board.
- iii. Determining whether the Accused Offender has violated the Code.
- iv. If a violation has occurred, recommending appropriate sanctions to the Assistant Dean of Students.
- v. Creating an opportunity for student reconciliation and reflection.

The Critical Issues Board is composed of one administrator, one faculty member, and one student. The Assistant Dean of Students or his/her designee serves as the Board's advisor and is present during all Board hearings and deliberations. The Chair shall be the administrator or faculty member serving on the Critical Issues Board. Members of the Board shall be selected by the Assistant Dean of Students from a group of students, faculty, and administrators who are trained in the University's conduct procedures.

Hearing Board members who hear a matter involving allegations of Sexual Misconduct or Relationship Violence (see Rules of Conduct #7) will receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

#### **4. HEARINGS CONDUCTED BY THE PEER REVIEW BOARD AND THE CRITICAL ISSUES BOARD**

Peer Review Board and Critical Issues Board hearings are conducted according to the guidelines set forth in this Section D. See Section E below for additional requirements that

apply to matters involving allegations of Sexual Misconduct or Relationship Violence (see Rules of Conduct #7).

- a. A student against whom the complaint is filed shall be given notice of the hearing date and the specific allegations against him or her at least five (5) business days in advance of the hearing.
- b. In most circumstances, the Board shall be convened within ten (10) business days of the date on which the administrator receives the final investigative documents regarding the allegations.
- c. The Alleged Offender will be given the opportunity to examine all documents available to the Board prior to the start of the hearing or as information is presented to the Board. The complainant will be given the opportunity to examine all documents available to the Board that relate specifically to the complainant's connection with the allegations or as information relating to the complainant is presented to the Board.
- d. Hearings shall be conducted in private.
- e. In Board hearings involving more than one Alleged Offender, the Assistant Vice President for Student Affairs/Dean of Students, in his or her discretion, may permit the hearings concerning each student to be conducted either separately or jointly.
- f. The Complainant and the Alleged Offender have the right to be accompanied at the hearing by an advisor. Unless the matter involves allegations of Sexual Misconduct and Relationship Violence (see Section E.3 below), the advisor must be a member of the University community and shall not be an attorney or parent/guardian of the complainant or the Alleged Offender, and shall not speak or participate directly in any hearings before the Board.
- g. Witness accounts, pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Board at the discretion of the Chair. Formal rules of evidence shall not apply to any hearings or other proceedings conducted pursuant to the Code.
- h. A Board member may ask the Alleged Offender, the Complainant, and any witnesses any questions that Board member deems appropriate and relevant to the hearing.
- i. All procedural questions are subject to the final decision of the Chair of the Board.
- j. After the hearing, the Board shall determine, by majority vote, whether the Alleged Offender has violated each section of the Code that the student is alleged to have violated.
- k. The Board's determination shall be made on the basis of a preponderance of the evidence standard (i.e. whether it is more likely than not that the Alleged Offender has violated the Code).
- l. In the case of a hearing by the Critical Issues Board only, there shall be a single recording. The record shall be the property of the University. Peer Review Board hearings are not recorded.
- m. If the Alleged Offender fails to appear for a scheduled hearing or refuses to cooperate with the Board during the course of the hearing, information relating to the charges shall nevertheless be presented and considered by the Board. The Board will then determine findings and propose sanctions. The Alleged Offender retains the right to appeal the outcome as provided for in Section F.
- n. The Alleged Offender will be notified in writing of the outcome of the hearing. Consistent with the requirements of FERPA and its implementing regulations, the final results of a disciplinary proceeding conducted with respect to an

alleged offense of violence or a non-forcible sex offense may be disclosed to a member of the University community who was alleged to be the victim of the offense.

## **5. ADDITIONAL REQUIREMENTS IN MATTERS INVOLVING ALLEGATIONS OF SEXUAL MISCONDUCT OR RELATIONSHIP VIOLENCE**

In matters involving allegations of Sexual Misconduct or Relationship Violence (see Rules of Conduct #7), the additional requirements set forth below shall apply. For the purpose of this section, “Complainant” shall refer to the member of the University community who believes (s)he has been a victim of an act of Sexual Misconduct or Relationship Violence committed by the Alleged Offender.

- a. Both the Alleged Offender and the Complainant will have the same opportunity to present evidence at the hearing.
- b. Both the Alleged Offender and the Complainant may be present for the entirety of the hearing. Neither party may be present during the deliberations of the Board or administrative hearing officer.
- c. Both the Alleged Offender and the Complainant are entitled to the same opportunities to have others present during the hearing, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Neither the Alleged Offender nor the Complainant shall be limited in his/her choice of advisor or presence in any meeting or proceeding; however, the advisor shall not speak or participate directly in any proceeding and must comply with any other restrictions placed by the institution on the extent to which he or she may participate in the proceeding, as long as such restrictions apply equally to both parties.
- d. Neither the Alleged Offender nor the Complainant may personally (or through their advisors) question one another at any time during the hearing. All proposed questions from the Alleged Offender and the Complainant must be submitted to the Board or administrative hearing officer.
- e. Questions about the Complainant’s past sexual history with anyone other than the Alleged Offender, or about the Alleged Offender’s past sexual history with anyone other than the Complainant, are not permitted. Past consent between the parties does not imply present or future consent.
- f. The Alleged Offender and the Complainant will be simultaneously informed, in writing, of the result of the hearing, the procedures for the Alleged Offender and/or the Complainant to appeal the results of the hearing, any change to the results that occurs before the results become final, and when the results become final.
- g. The notice of the outcome to the Complainant must include whether or not the alleged conduct was found to have occurred, any individual remedies offered or provided to the Complainant, and any sanctions imposed on the Alleged Offender that directly relate to the Complainant, the rationale for the result and sanctions, and any other steps taken to eliminate any hostile environment found to exist.
- h. Both the Alleged Offender and the Complainant are entitled to the appeal rights described in Section F below. Each party shall be entitled to submit no more than one appeal arising from the decision of the Board or administrative hearing officer.
- i. A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence or stalking will not be subject to disciplinary sanctions for a violation of the Code at or near the time of the incident, unless the university determines that the violation was egregious, including but not limited to an

action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

## **6. CONDUCT APPEALS PROCESS**

- a. An Alleged Offender may appeal a decision by a Critical Issues Board. In addition, an Alleged Offender may appeal a decision by any hearing body in which the sanction imposed includes removal from housing, suspension or expulsion.
- b. An appeal must be submitted by the Alleged Offender in writing to the Assistant Vice President for Student Affairs/Dean of Students within five (5) business days of the decision. The written appeal must identify one or more purposes for the appeal, as set forth in Paragraph 5 below. The Assistant Vice President for Student Affairs/Dean of Students or his or her designee may uphold the sanction(s) until the appeal process is completed.
- c. Appeals shall be considered by an Appeals Board.
- d. The Appeals Board shall be comprised of one student, one faculty member, and one administrator. Members of the Appeals Board shall be selected by the Assistant Vice President for Student Affairs/Dean of Students from a group of faculty, administrators, and students who have been trained in the University's conduct procedures.
- e. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the hearing board or administrative hearing officer and supporting documents for one or more of the following purposes:
  - i. To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with applicable procedures. Deviations from applicable procedures will not be a basis for sustaining an appeal unless the deviation resulted in significant prejudice to the Alleged Offender.
  - ii. To determine whether the decision reached regarding the Alleged Offender was reasonably based on the information made available to the Hearing Board or hearing officer (i.e. whether there were facts in the case that, if believed by the Hearing Board or hearing officer, were sufficient to establish that a violation of the Code occurred).
  - iii. To consider new and significant information that is sufficient to alter a decision because such information was not known to the Alleged Offender and could not have been reasonably discovered at or before the time of the original hearing.
  - iv. To determine whether the sanction imposed was inappropriate and excessive under the circumstances. (This criterion is only to be considered in cases where the sanction is suspension, expulsion, or the loss of the privilege to live in University housing).
- f. Following its review, the Appeals Board may:
  - i. Uphold the original decision of the Hearing Board or hearing officer.
  - ii. Conclude that the Alleged Offender has not violated any, or all, of the specific policies in the Code determined by the Hearing Board or hearing officer. The Appeals Board may determine that different policies were violated.
  - iii. Recommend a change to the sanction(s) imposed.

- g. The Appeals Board decision, including any recommended changes to the sanction imposed, shall be forwarded in writing to the Vice President of Student Affairs. The Vice President of Student Affairs or his/her designee shall communicate the final decision in writing to the Alleged Offender.
- h. When a Peer Review Board or administrative hearing officer decision is not appealable, the Peer Review Board or administrative hearing officer may reconsider its/his/her prior decision only where the Alleged Offender presents new and significant information that is sufficient to alter the prior decision because such information was not known to the Alleged Offender and could not have been reasonably discovered at or before the original hearing. The request for reconsideration must be made by the Alleged Offender to the Assistant Vice President for Student Affairs/Dean of Students within five (5) calendar days of the Alleged Offender's first knowledge of the information, but in no event more than ninety (90) days from the original decision.

## **7. CONDUCT FILES AND RECORDS**

- a. Records of individuals processed through the University's conduct procedures shall be subject to the provisions of the Family Education Rights and Privacy Act of 1974. Disposition of cases involving student organizations is not considered confidential.
- b. Student conduct records will be retained in a manner consistent with the University's Record Retention Policy ([www.sandiego.edu/legal/policies/community/institutional/recordretention.pdf](http://www.sandiego.edu/legal/policies/community/institutional/recordretention.pdf)).
- c. No student shall receive a diploma while an allegation of a Code violation is pending against him/her.

No student shall receive a diploma without first fulfilling the terms of the disciplinary sanctions. Participation in the graduation ceremony by an Accused Offender who has not yet fulfilled the terms of any disciplinary sanctions is at the discretion of the Assistant Vice President for Student Affairs/Dean of Students or his or her designee.



## **Appendix D – Policy Prohibiting Discrimination and Harassment**

The University of San Diego is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. It is the policy of the university to maintain an educational and work environment free from all forms of unlawful discrimination and harassment.

To that end, the university prohibits and does not tolerate unlawful discrimination against or harassment of its employees, students or applicants for employment or admission on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position.

All members of the university community are expected to uphold this policy. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the university.

### **Discrimination**

Unlawful discrimination may occur when an individual is treated less favorably with respect to the terms and conditions of employment or education, or with respect to the individual's receipt of employment or educational benefits, because of his or her membership in a protected class. Accordingly, all employment-related decisions, including but not limited to decisions relating to recruitment, hiring, promotion, transfers, benefits and any other terms and conditions of employment, will be made without regard to the employee's or applicant's race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, medical condition, covered veteran status, genetic information, or other characteristic protected by federal or state law. Similarly, all education-related programs and activities, including but not limited to admissions, financial aid, academic programs, research, housing, athletics, and other extracurricular activities, will be administered without regard to the student's or applicant's race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, age, physical disability, mental disability, or other characteristic protected by federal or state law.

The university does not by this non-discrimination statement disclaim any right it might otherwise lawfully have to maintain its commitment to its Catholic identity or the teachings of the Catholic Church.

### **Harassment**

Harassment includes verbal, physical or visual conduct when the conduct creates an intimidating, offensive or hostile working or educational environment, or unreasonably interferes with job or academic performance. Verbal harassment may include but is not limited to epithets, derogatory comments or slurs based upon one of the individual's characteristics noted above. Physical harassment may include but is not limited to assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual because of the individual's protected characteristic. Visual forms of harassment may include but are not limited to derogatory posters, cartoons or drawings based on an individual's protected characteristic.

In addition, prohibited sex discrimination covers sexual harassment, including sexual violence. Sexual harassment includes any request or demand for sexual favors that is implicitly or expressly a condition of employment, continued employment, receipt of an employment benefit, admission to the university, participation in educational programs or activities, or evaluation of academic performance. Examples of conduct that could give rise to sexual harassment, include but are not limited to: sexual advances or suggestions; unwelcome sexually-oriented remarks; dirty jokes; the display or distribution of offensive photographs, e-mails, posters or cartoons; any unwelcome, intentional touching of the intimate areas of another person's body; or physical sexual acts perpetrated against a person's will or where a person is unable to give consent.

### **Harassment (Sexual Misconduct and Relationship Violence)**

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities operated by recipients of federal financial aid assistance. Sex harassment, including sexual violence, is a form of prohibited sex discrimination. The Violence Against Women Reauthorization Act of 2013, including the Campus Sexual Violence Elimination Act, requires colleges and universities to have procedures in place to respond to incidents of sexual assault, domestic violence, dating violence, and stalking.

In order to address its responsibilities under these laws, the university has implemented standards, reporting procedures, and response protocols that apply to incidents of sexual assault, domestic violence, dating violence, stalking, and sexual exploitation. For more information, please see the university's Sexual Misconduct and Relationship Violence Reporting and Response Standards and Protocols.

### **Complaint Procedure**

The university encourages any person who feels that he or she has been unlawfully discriminated against or harassed, or observes or is otherwise aware of an incident of unlawful discrimination or harassment, to report the incident promptly. To assist in the investigation, the university may request that a complaint be made in writing with a detailed description of the facts giving rise to the complaint, the names of any individuals involved, including any witnesses, and copies of any documents that support or relate to the complaint. Although the university may request the submission of a written complaint, an oral complaint is sufficient to initiate the procedures set forth under this policy.

Complaints should be made to any of the following people who are the university's designated officers for handling the complaints and implementing the university's policy against unlawful discrimination and harassment:

Complaints Against Administrators or Staff:  
Director of Equal Opportunity and Affirmative Action and  
Title IX Coordinator  
Maher Hall, Room 101  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4594

Complaints Against Students:  
Vice President for Student Affairs  
Hahn University Center 232  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4588

Dean of Students  
Hahn University Center 232  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4588

Complaints Against Faculty:  
Vice President for Academic Affairs and Provost  
Hughes Administration Center 214  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4553

Dean, College of Arts and Sciences  
Founders Hall 114  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4545

Dean, School of Business  
Olin Hall 341  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4886

Dean, School of Leadership and Education Sciences  
Mother Rosalie Hill Hall 205  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4540

Dean, School of Law  
Warren Hall 200  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4527

Dean, Hahn School of Nursing and Health Science  
Hahn School of Nursing  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4550

Dean, Joan B. Kroc School of Peace Studies  
KIPJ 123  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-7919

Dean, Shiley-Marcos School of Engineering  
Loma Hall 336  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4627

If for any reason the person making the complaint does not feel comfortable directly reporting the incident to the appropriate individual identified above, the complaint may be reported through alternative channels. In the case of a complaint by a university employee, the complaint may be made to the employee's supervisor, manager, the Human Resources department, a dean, a vice president, or the president. If the complaint involves the employee's supervisor, the employee is not required to report the complaint to the supervisor. In the case of a complaint by a student, the complaint may be made to the Department of Public Safety, a dean, the vice president and provost, or the president.

A supervisor or manager who receives a complaint of unlawful discrimination or harassment, or observes or is otherwise aware of an incident of unlawful discrimination or harassment, shall promptly inform the appropriate university's designated officer, as set forth above.

In cases involving potential criminal conduct, the university will determine whether appropriate law enforcement or other authorities should be notified.

### **Investigation and Corrective Action**

The university will investigate every reported complaint of unlawful discrimination or harassment. The investigation will be conducted in a thorough, prompt and professional manner.

If the conclusion of the investigation is that unlawful discrimination or harassment occurred, the university will initiate corrective action, as appropriate under the circumstances. For employees, the corrective action may range from verbal warnings up to and including termination from employment. For students, the corrective action will be imposed in a manner consistent with the university's Student Code or other applicable procedures. If the individual found to have engaged in the unlawful discrimination or harassment is not an employee or student of the university, corrective action within the reasonable control of the university, and as appropriate under the circumstances, will be initiated.

If termination of a faculty member is contemplated, the applicable rules governing dismissal for serious cause will be followed.

The employee or student who raised the complaint will be advised of the results of the investigation, unless doing so is prohibited by FERPA or other applicable law. Similarly, an employee or student who is accused of the unlawful discrimination or harassment will be advised of the results of the investigation.

### **Retaliation Prohibited**

The university prohibits and does not tolerate retaliation against any individual who in good faith files a complaint of unlawful discrimination or harassment or is involved as a witness or participant in the complaint or investigation process. Engaging in unlawful retaliation can result in disciplinary action, up to and including dismissal from the university.

The university encourages any individual who believes he or she has been subject to unlawful retaliation, or observes or is otherwise aware of an incident of unlawful retaliation in violation of this policy, to report the incident promptly pursuant to the complaint procedure identified above. The investigation and corrective action procedures set forth above will similarly apply in the case of a complaint of unlawful retaliation in violation of this policy.

### **Right to Appeal**

An employee or student who is found to have engaged in unlawful discrimination, harassment or retaliation in violation of this policy shall have the right to appeal the decision. Similarly, a complainant may appeal the decision.

If a vice president was the university's designated officer responsible for handling the complaint, the appeal must be made to the president or the president's designee. If someone other than a vice president was the university's designated officer responsible for handling the complaint, the appeal must be made to the vice president to whom that designated officer reports. The appeal may address the decision of whether unlawful discrimination, harassment or retaliation occurred, and it also may address the corrective action imposed.

The appeal must be submitted in writing within ten (10) working days after written notification of the results of the investigation. The appeal should describe with specificity why the findings or corrective action imposed were not reasonably based upon the evidence and information made available to the investigator and/or the university official who made the decision regarding the corrective action.

The president or vice president who is deciding the appeal may receive or consider additional information if he or she believes such information would aid in the review of the appeal. This right to appeal shall not entitle the appellant to a new or second investigation. The appeal should be granted only if the president or the vice president who is deciding the appeal concludes that the findings were not reasonably based upon the evidence and information available to the investigator, or that the corrective action imposed was not reasonably based upon the evidence and information available to the university official who made the decision regarding the corrective action.

The president or the vice president who is deciding the appeal will provide the decision to the individual who submitted the appeal within 45 days of receipt of the written appeal. The decision of the president or the vice president who is deciding the appeal is final.

During the time of the appeal and review, any corrective action taken as a result of the original complaint may be implemented and enforced.

If the decision was made pursuant to the procedures identified in the Student Code of Rights and Responsibilities, the appeal procedures identified in the Student Code shall apply.

**Other Resources**

In addition to the internal resources described above, individuals may pursue complaints with the government agencies that enforce the laws prohibiting discrimination, harassment and retaliation, including the California Department of Fair Employment and Housing ([www.dfeh.ca.gov](http://www.dfeh.ca.gov)), the Equal Employment Opportunity Commission ([www.eeoc.gov](http://www.eeoc.gov)), or the United States Department of Education's Office for Civil Rights ([www2.ed.gov/ocr](http://www2.ed.gov/ocr)).

## Appendix E – Student Conduct Sanctions

Student conduct sanctions at the University of San Diego are intended to be educational and consistent with the mission and values of the institution. Student conduct is understood to be a learning experience for students and the community. When students are found in violation of the Student Code of Rights and Responsibilities, efforts are made to reconcile the student to the community via a multitude of sanction options. In some circumstances, a student's behavior warrants suspension or expulsion from the university. The sanctions listed below may be applied separately or in combination. Other appropriate sanctions, which would enhance the educational value of disciplinary proceedings, may be applied in a given case.

- *Warning* - Written or oral notification that certain conduct or actions are in violation of University policies, rules, or procedures and that continuation of such conduct or actions may result in further disciplinary action.
- *Educational Sanctions* - A requirement to conduct research, complete a reading and response paper, prepare and present a program, attend an educational program, seek counseling or engage in other educational activities related to the violation.
- *Fines* - Payment of a specific amount of money as determined by the circumstances of a particular case.
- *Restitution* - Reimbursement for damage to, or misappropriation of property or cost of University resources. This may take the form of monetary or material replacement not in excess of the loss incurred.
- *Disciplinary Work Program* - Assignment to work for a specific period of time under supervision as reparation within the community where the violation occurred.
- *Loss of Privileges*
  - Limitation on University-related activities or services for a specific period of time, consistent with the offense committed, including but not limited to:
  - eligibility to serve as an officer or member of any University organization, to participate in intercollegiate competition or to receive any award from the University;
  - housing probation;
  - removal from housing;
  - restriction from using specific facilities and services;
  - denial of on-campus use of an automobile;
  - hold on enrollment;
  - hold on forwarding personal records to external institution or individuals until satisfactory completion of disciplinary sanctions.
- *Parental or Guardian Notification* - Parents or guardians may be notified of a violation of the Code and the assigned sanction if the student is under 21 years of age.

- *University Probation* - A designated period of time which includes the probability of more severe disciplinary sanctions, including suspension or expulsion, if the student is found in violation of any institutional policy(s) during the probationary period.
- *Non-Academic Suspension* - A designated period of time during which a student may attend only classes and other academic activities. Academic activities will be defined by the Assistant Vice President for Student Affairs/Dean of Students or his or her designee.
- *Suspension* - Separation of the student from the University community for a designated period of time, which may include specific requirements that must be fulfilled prior to reinstatement within the University community.
- *Expulsion* - Permanent separation of the student from the University.

In addition to the sanctions imposed under the University conduct system, individual faculty members are vested with the power to lower a student's grade on a paper, exam, or other graded product and for the course as a whole for academic dishonesty.



Name of Program	Description	First Date	Ongoing Dates	Departments Involved	Primary Population Served	Estimated Number of Participants	Primary Prevention for _____	Is this a new program?	Do you anticipate continuing next year?	Domestic Violence	Dating Violence	Sexual Assault	Stalking	Positive Options for Bystander Intervention	Risk Reduction
MyStudentBody "Essentials Course"	The MyStudentBody online new student wellness course which includes a sexual assault/violence awareness module, is required of all incoming first year and transfer students the summer/intercession before arriving on campus. Additionally there is a required 60 day follow-up to the MyStudentBody course which includes a sexual assault/violence awareness follow-up module. Topics addressed - Sexual Assault/Violence and Reporting Protocols	1/1/2018	Ongoing throughout 2018	Center for Health and Wellness Promotion (CHWP)	Undergraduate Students	185	NEW Students/Employees	No	No	X	X	X	X	X	X
Athletics All Staff Meeting	This presentation was offered to the Athletics Department. In this presentation, information was provided about federal and state law relating to sexual misconduct and relationship violence and the university's private and confidential resources and reporting protocols.	1/16/2018	1/16/2018	Athletics; Human Resources	Employees	90	Ongoing for All Students/Employees	No	Yes	X	X	X	X	-	-
CARE Advocate Onboarding	Half-day training for new CARE Advocates to learn about trauma-informed response, protocol, and accommodations/resources.	1/17/2018	1/17/18, 9/18/18	Women's Commons, CHWP	CARE Advocates	4	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Spring Resident Assistant Training - Behind Closed Doors	The Spring Residential Assistant Training included a Behind Closed Doors session in which the RA's role played a scenario related to sexual assault. Campus resources were shared and bystander intervention was discussed.	1/25/2018	1/25/2018	Student Wellness	Student Leaders	77	Ongoing for All Students/Employees	No	Yes	X	X	X		X	
Spring Orientation New Student Resource Panel	Wellness representative present to share key wellness services and resources.	1/25/2018	1/25/2018	Transfer & Learning Communities, CHWP	Undergraduate Students	35	NEW Students/Employees	No	Yes	X	X	X	X	X	-
Spring Orientation Parent Resource Panel	Review of top wellness concerns and resources for parents/families of new students	1/25/2018	1/25/2018	Parent & Family Relations, CHWP	Undergraduate Students	20	NEW Students/Employees	No	Yes	X	X	X	X	X	
Spring Orientation Be Well Session	New students learned about wellness concerns and the Student Code of Conduct; sexual violence resource information was shared	1/25/2018	1/25/2018	Transfer & Learning Communities, CHWP	Undergraduate Students	100	NEW Students/Employees	No	Yes	X	X	X	X	X	X

University of San Diego  
Education and Training - Sexual Violence and Other Forms of Sexual Harrassment  
Clery - Education Programs and Campaigns  
1/1/18 - 12/31/18

Name of Program	Description	First Date	Ongoing Dates	Departments Involved	Primary Population Served	Estimated Number of Participants	Primary Prevention for _____	Is this a new program?	Do you anticipate continuing next year?	Domestic Violence	Dating Violence	Sexual Assault	Stalking	Positive Options for Bystander Intervention	Risk Reduction
CARE Advocate Training	Ongoing training for CARE Advocates on integrating cultural considerations, practicing trauma-informed approach to working with students through an intersectional lens; guiding response/process in collaboration with appropriate campus stakeholders; and practicing providing resources and information regarding CARE protocol, Student Conduct processes.	1/26/2018	1/26/18, 3/1/18, 5/3/18, 8/24/18, 10/11/18, 12/13/18,	Various within Student Affairs, Coordinated by Women's Commons and Center for Health and Wellness Promotion	CARE Advocates	20	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Peer Education Weekly Meetings	Thirteen hour-long meetings for Peer Educators to receive continuous training on presenting workshops to the campus community	1/31/2018	Weekly throughout 2018	Women's Center	Student Leaders	4	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
SASC Training	A conversation about the recent media attention to sexual assault/harassment and what the implications are for higher education.	2/5/2018	2/5/2018	Student Affairs/SOLES	Graduate/Law Students	18	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Alcala Bazaar	Tabling for all USD students to learn more about opportunities and resources for students to engage with sexual and relationship violence prevention	2/6/2018	2/6/2018	Student Life	General Campus Community	30	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Campus Security Authority Training	Email from Clery Compliance Manager to those in DPS who are considered Campus Security Authorities.	2/6/2018	2/6/18 8/27/18	Public Safety	Campus Security Authorities		Ongoing for All Students/Employees	No	Yes	X	X	X	X		
New Employee Orientation	This orientation training is offered to all new hires (non-temporary). In this orientation, the university's policy preventing harassment and discrimination is reviewed and distributed, including explanation of where to go if there is a complaint. Information is also provided about the attendees' designation as a "Responsible Employee" under Title IX, the process for reporting a student disclosure, and confidential and private resources for students.	2/7/2018	2/7/2018, 3/7/2018, 4/4/2018, 5/2/2018, 6/6/2018, 7/11/2018, 8/1/2018, 8/15/2018, 9/5/2018, 9/19/2018, 10/10/2018, 11/7/2018, 12/12/2018	Human Resources	Employees	Varies in each session, typically 15 - 25	NEW Students/Employees	No	Yes	X	X	X	X		
SAAW Co-Chair Committee Meeting	Ongoing discussion with the co-chairs on how to facilitate the SAAW Planning Committee Meetings	2/8/2018	2/8/18-4/17/18	Women's Center	Student Leaders	5	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X

University of San Diego  
Education and Training - Sexual Violence and Other Forms of Sexual Harrassment  
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Name of Program	Description	First Date	Ongoing Dates	Departments Involved	Primary Population Served	Estimated Number of Participants	Primary Prevention for _____	Is this a new program?	Do you anticipate continuing next year?	Domestic Violence	Dating Violence	Sexual Assault	Stalking	Positive Options for Bystander Intervention	Risk Reduction
BACCHUS Peer Educator Training	Peer Educators were trained on peer assistance and bystander intervention. Student Wellness Resources were presented, including C.A.R.E., along with strategies for connecting students to resources.	2/10/2018	2/10/2018	CHWP	Student Leaders	20	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
FSL Task Force Facilitator Training	Training for Greek Life Task Force Members who will be facilitating small group discussions on sexual assault awareness & prevention	2/20/2018	2/20/18, 2/23/18, 10/18/18	Fraternity and Sorority Life	Student Leaders	36	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
SAAW Committee Meeting	Weekly meeting with undergraduate and graduate students to plan Sexual Assault Awareness Week	2/22/2018	2/22/18, 3/1/18, 3/8/18, 3/15/18, 3/22/18,	Women's Center	Student Leaders	15	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
New Member Presentation	Session with new members of Fraternity and Sorority Life to discuss bystander intervention, resources, and support a friend	3/4/2018	3/4/2018	Fraternity and Sorority Life	Fraternity & Sorority Life	350	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Consent and the Media	Presentation on consent, the media, and gender socialization to an Introduction to Gender Studies class	3/5/2018	3/5/2018	Women's Center	Undergraduate Students	24	Ongoing for All Students/Employees	No	Uncertain at this time	X	X	X	X	X	X
Admitted Parents Informational Session	Review of top wellness concerns and resources for parents/families of newly admitted students	3/5/2018	3/8/18, 3/12/18, 3/15/18, 3/19/18, 3/22/18, 4/5/18, 4/9/18, 4/17/18, 4/19/18, 4/23/18, 4/26/18	Parent & Family Relations, CHWP	Undergraduate Students	Approx. 30 per session	NEW Students/Employees	No	Yes	X	X	X	X	X	X
Behind the Post	Presentation on healthy relationships, social media, bystander intervention, and supporting a friend.	3/7/2018	3/7/2018	Women's Center	Undergraduate Students	12	Ongoing for All Students/Employees	No	Uncertain at this time	X	X	X	X	X	X
Changemaker Outreach "What I Be Project"	Student leaders trained regarding sexual violence resources, reporting requirements, and how to have a conversation. General Wellness brochure provided and CARE website reviewed	3/8/2018	3/8/2018	CHWP, Changemaker Hub	Student Leaders	10	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	
Gender and the Law Class Presentation	This presentation was provided to students enrolled in the class "Gender and the Law." During this presentation, information was provided about the Title IX Office, what it does, and challenges it encounters.	3/15/2018	3/15/2018	Academics	Undergraduate Students	20	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X		
SOLES Presentation	Presentation on CARE, resources, and considerations if going into the field of education	3/15/2018	3/15/2018	Title IX	Graduate/Law Students	33	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X	X	X

Name of Program	Description	First Date	Ongoing Dates	Departments Involved	Primary Population Served	Estimated Number of Participants	Primary Prevention for _____	Is this a new program?	Do you anticipate continuing next year?	Domestic Violence	Dating Violence	Sexual Assault	Stalking	Positive Options for Bystander Intervention	Risk Reduction
Bystander Intervention for Mission Fitness	A 60-minute presentation by the Peer Educators on sexual violence, bystander intervention, how to support a friend, and campus resources.	3/20/2018	3/20/2018	Women's Center	Undergraduate Students	35	Ongoing for All Students/Employees	No	Uncertain at this time	X	X	X	X	X	X
Greek Life Task Force Discussions	Four 90-minute dialogues/presentations for Greek Life chapters to discuss sexual assault awareness and prevention	4/3/2018	4/3/18, 4/24/18, 4/26/18, 10/24, 10/30/18, 11/14/18, 11/27/18	Women's Center, Fraternity and Sorority Life	Fraternity & Sorority Life	300	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
SAAW: Self-Care Space Kickoff	Exhibit hall opened for the week--the space had creative outlets, opportunities for self care, and information about resources	4/3/2018	4/3/18-4/6/18	Women's Center	General Campus Community	25	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
SAAW: STEP Torero Tuesday	An opportunity for second year students to create their own SAAW button and learn more about upcoming events and resources	4/3/2018	4/3/2018	Women's Center	General Campus Community	10	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
SAAW: Plants, Glitter, and Meditation	An opportunity for students to learn more about self care and the benefits of meditation, art therapy, and horticulture	4/4/2018	4/4/2018	Women's Center	General Campus Community	42	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
SAAW: #metoo:Your Voice has Power	A discussion led by two students who are passionate about connecting the national #metoo movement to the campus community	4/5/2018	4/5/2018	Women's Center	General Campus Community	15	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
SAAW: Yoga for Healing	Trauma-informed yoga session to continue the focus on self-care	4/6/2018	4/6/2018	Women's Center	General Campus Community	10	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
SAAW: Clothesline Project	A visual display of clotheslines to draw attention to the issue of sexual violence. Information about connecting to resources is also included.	4/9/2018	4/9/18-4/13/18	Women's Center	General Campus Community	100	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
SAAW: Media & Consent	A lunch discussion about how the media's portrayal of consent shapes our understanding	4/10/2018	4/10/2018	Women's Center	General Campus Community	10	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
SAAW: Take Back the Night	Spoken word, march across campus, and a candle-lit vigil to support victim/survivors	4/10/2018	4/10/2018	Women's Center	General Campus Community	180	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Be Safe Presentation for International Students	A session on the top wellness concerns at the University of San Diego and various resources available on campus for international students	4/10/2018	4/10/18, 4/17/18	CHWP, International Center	All Students (UG & G)	30	NEW Students/Employees	No	Yes	X	X	X	X	X	X

University of San Diego  
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Name of Program	Description	First Date	Ongoing Dates	Departments Involved	Primary Population Served	Estimated Number of Participants	Primary Prevention for _____	Is this a new program?	Do you anticipate continuing next year?	Domestic Violence	Dating Violence	Sexual Assault	Stalking	Positive Options for Bystander Intervention	Risk Reduction
Adjunct Faculty Reception	During this reception, the university's policy preventing harassment and discrimination was distributed. Information is also provided about the attendees' designation as a "Responsible Employee" under Title IX, the process for reporting a student disclosure, and confidential and private resources for students.	4/11/2018	4/11/2018	Center for Educational Excellence	Faculty	25	Ongoing for All Students/Employees	No	Yes	X	X	X	X		
SAAW: My Story	An evening of story telling by USD Students on a variety of topics including sexual and relationship violence	4/11/2018	4/11/2018	Changemaker Hub	General Campus Community	150	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
SAAW: Supreme Drag Superstar	Provided video with education information about sexual assault prevention, response, and support in LGBTQ+ communities	4/12/2018	4/12/2018	Pride	General Campus Community	500	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
SAAW: Nothing Bundt Feminism	A discussion about the importance of healthy sexuality and how healthy sexuality can be a framework for violence prevention	4/13/2018	4/13/2018	Women's Center	General Campus Community	25	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Palomar Gathering	An opportunity for second year students to learn more about self care	4/20/2018	4/20/2018, 12/14/18	Residential Life	Residential Students	25	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Workshop: "#metoo & #timesup: What now?"	Following the resurgence of the #metoo movement and the creation of the #timesup movement in late 2017, this panel discussed the impact of these movements nationally and at USD.	4/24/2018	4/24/2018	Human Resources; College of Arts and Sciences; Women's Center	Employees	25	Ongoing for All Students/Employees	Yes	Yes	X	X	X	X	X	X
LIFE Week: Human Trafficking Awareness	Event on raising awareness for human trafficking as a part of Living Is For Everyone Week. Student Wellness representative was present to share resources on C.A.R.E. and other wellness services.	4/24/2018	4/24/2018	CHWP, University Ministry	All Students (UG & G)	40	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X	X	X
LIFE Week: Mental Health Fair	Talked with students about CARE and various resources on campus	4/25/2018	4/25/2018	University Ministry	General Campus Community	25	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
LLC Advisor Training	The training covered Title IX, EEO, and obligations and resources for Responsible Employees.	5/4/2018	5/4/2018	Human Resources; College of Arts and Sciences	Faculty	100	Ongoing for All Students/Employees	Yes	Yes	X	X	X	X		
RAPE Aggression Defense (R.A.D.) Prevention Workshop	The Rape Aggression Defense Basic Physical Defense is a national program of realistic self-defense tactics and techniques taught for women only. USD offers this course to any female who is 16 years old or older. All courses are taught by nationally certified R.A.D. Instructors.	5/5/2018	5/5/18, 5/28/18, 9/29/18, 10/6/18	Public Safety	General Campus Community		Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X

Name of Program	Description	First Date	Ongoing Dates	Departments Involved	Primary Population Served	Estimated Number of Participants	Primary Prevention for _____	Is this a new program?	Do you anticipate continuing next year?	Domestic Violence	Dating Violence	Sexual Assault	Stalking	Positive Options for Bystander Intervention	Risk Reduction
Internship Preparation Presentation	This presentation was offered to students who had obtained summer internships as part of their internship preparation. Information was provided about workplace sexual harassment, how to report workplace sexual harassment, and resources for impacted students.	5/8/2018	5/8/2018, 5/10/2018	Career Development Center	Undergraduate Students	50	Ongoing for All Students/Employees	Yes	Yes	X	X	X	X		X
Women's Basketball-Supporting a Peer	A discussion with individual athletics teams about supporting those in their life who have been impacted by sexual/relationship violence along with an in-depth explanation of campus resources	5/9/2018	5/9/2018	Athletics	Athletes	20	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X	X	X
Cross Country-Supporting a Peer	A discussion with individual athletics teams about supporting those in their life who have been impacted by sexual/relationship violence along with an in-depth explanation of campus resources	5/16/2018	5/16/2018	Athletics	Athletes	30	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X	X	X
Rowing-Supporting a Peer	A discussion with individual athletics teams about supporting those in their life who have been impacted by sexual/relationship violence along with an in-depth explanation of campus resources	5/17/2018	5/17/2018	Athletics	Athletes	30	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X	X	X
Residential Life Summer Student Leader Training	An overview of sexual and relationship violence, with an emphasis on trauma informed response and mandatory reporting	5/29/2018	5/29/2018	Residential Life	Student Leaders	30	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Multidisciplinary Meeting	Community partners (including representatives from the District Attorney's office, SDPD, SART, and CCS) gather with USD administration to discuss trends in the field, best practices, and ways to collaborate on prevention and response related to sexual and relationship violence	5/31/2018	5/31/2018	Student Affairs, Title IX	Administrators	10	Ongoing for All Students/Employees	No	Yes	X	X	X	X		X
Transfer Summer Registration Days: Family/Supporters Panel	Student Wellness Resources were presented including C.A.R.E. resources. Question and answer session followed.	6/22/2018	7/25/2018	Parent & Family Relations, CHWP	Undergraduate Students	20	NEW Students/Employees	No	Yes	X	X	X	X		X
Transfer Summer Registration Days: Student Info Fair	Student Wellness Resources were presented including C.A.R.E. resources. Question and answer session followed.	6/22/2018	7/25/2018	Orientation Team, CHWP	Undergraduate Students	Approx. 30 per session	NEW Students/Employees	No	Yes	X	X	X	X	X	

Name of Program	Description	First Date	Ongoing Dates	Departments Involved	Primary Population Served	Estimated Number of Participants	Primary Prevention for _____	Is this a new program?	Do you anticipate continuing next year?	Domestic Violence	Dating Violence	Sexual Assault	Stalking	Positive Options for Bystander Intervention	Risk Reduction
Community Director (CD) Training	This presentation was offered to the Community Directors and other professional staff. In this presentation, information was provided about federal and state law relating to sexual misconduct and relationship violence and the university's private and confidential resources and reporting protocols. Information was also provided about acts of intolerance.	7/31/2018	7/31/2018	Residential Life	Administrators	20	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	
Sports Medicine - Wellness Services & Resources Presentation	A presentation/training for Sports Medicine professional staff on wellness services, how to observe warning signs and refer students to the appropriate resource	8/2/2018	8/2/2018	CHWP, Sports Medicine	Employees	10	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X	X	X
Football Orientation: Emergency Procedures, Crime Prevention and Incident Reporting	The Football Orientation for newly admitted football players helps to ensure that all new Toreros begin their journeys at USD with an introduction to Torero life. The first step begins at Orientation, where new student-athletes receive essential information on many different aspects of the university: the campus academic environment and the USD community.	8/6/2018	8/6/2018	Athletics, Public Safety	Athletes	40	NEW Students/Employees	No	Yes	X	X	X	X		X
New Student Wellness Courses (EverFi platform)	The online new student wellness courses, which includes a sexual assault prevention course, is required of all incoming first year and transfer students the summer/intercession before arriving on campus. Additionally there is a required 45 day follow-up to the two courses ( <i>AlcoholEdu</i> and <i>Sexual Assault Prevention for Undergraduates</i> . Topics addressed - Sexual Assault/Violence and Reporting Protocols.	8/6/2018	August 2018, ongoing	CHWP	Undergraduate Students	1623	NEW Students/Employees	Yes	Yes	X	X	X	X	X	X
School of Nursing Orientation	Presentation on all wellness services and resources	8/6/2018	8/6/2018	Student Health Center, Nursing School	Graduate/Law Students	60	NEW Students/Employees	No	Yes	X	X	X	X	X	

Name of Program	Description	First Date	Ongoing Dates	Departments Involved	Primary Population Served	Estimated Number of Participants	Primary Prevention for _____	Is this a new program?	Do you anticipate continuing next year?	Domestic Violence	Dating Violence	Sexual Assault	Stalking	Positive Options for Bystander Intervention	Risk Reduction
Football First-Year & Transfer Orientation: Wellness Session	The Football Orientation for newly admitted football players helps to ensure that all new Toreros begin their journeys at USD with an introduction to Torero life. The first step begins at Orientation, where new student-athletes receive essential information on many different aspects of the university: the campus academic environment and the USD community.	8/7/2018	8/7/2018	CHWP, Athletics	Athletes	40	NEW Students/Employees	No	Yes	X	X	X	X	X	
Football First-Year & Transfer Orientation: Healthy Relationships Session	The New Student Athlete Orientation for newly admitted football players helps to ensure that all New Toreros begin their journeys at USD with an introduction to Torero life. The first step begins at Orientation, where new student-athletes receive essential information on many different aspects of the university: the campus academic environment and the USD community.	8/7/2018	8/7/2018	Women's Commons, CHWP, Athletics	Undergraduate Students	40	NEW Students/Employees	No	Yes	X	X	X	X	X	
Football First-Year & Transfer Orientation: Office of Ethical Development and Restorative Practices Session	University policies and procedures including an emphasis on sexual misconduct and relationship violence.	8/9/2018	8/9/2018	OEDRP, Athletics	Undergraduate Students	40	NEW Students/Employees	No	Yes	X	X	X	X		X
Student Affairs First Year Graduate Assistant Orientation: Wellness Session	Incoming Student Affairs SOLES Collaborative (SASC) Graduate Assistants received an overview of Student Wellness resources and skills for referring students to resources; highlighted CARE and responding to someone who discloses sexual violence	8/9/2018	8/9/2018	CHWP, SASC (Student Affairs/SOLES Collaborative)	Graduate/Law Students	30	NEW Students/Employees	No	Yes	X	X	X	X	X	
Clinical Counseling Intern Training	Training on health promotion practices & wellness services	8/10/2018	8/13/18, 8/21/18	CHWP, Counseling Center	Employees	3	NEW Students/Employees	No	Yes	X	X	X	X	X	
Student Affairs Joint Graduate Assistant Orientation: Wellness Session	1.5 hour training on supporting students who have a variety of wellness concerns using a trauma-informed lens.	8/10/2018	8/10/2018	Center for Health and Wellness Promotion	Graduate/Law Students	20	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Clinical Staff CARE Overview	Overview of the CARE Program with emphasis on how clinicians can partner with CARE Advocates in supporting students	8/14/2018	8/14/2018	Center for Health and Wellness Promotion	Administrators	25	Ongoing for All Students/Employees	No	Uncertain at this time	X	X	X	X	X	
Law School Orientation	Provide an overview of Title IX and CARE at USD. Included information on being an active bystander and resources available for Law Students.	8/14/2018	8/14/2018	Center for Health and Wellness Promotion & Title IX	Graduate/Law Students	250	NEW Students/Employees	No	Yes	X	X	X	X	X	X



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Name of Program	Description	First Date	Ongoing Dates	Departments Involved	Primary Population Served	Estimated Number of Participants	Primary Prevention for _____	Is this a new program?	Do you anticipate continuing next year?	Domestic Violence	Dating Violence	Sexual Assault	Stalking	Positive Options for Bystander Intervention	Risk Reduction
Open Orientation for Faculty	This orientation is offered to all new faculty members. During this orientation, information was provided about federal and state law relating to sexual misconduct and relationship violence and the university's private and confidential resources and reporting protocols.	8/22/2018	8/22/2018	Human Resources	Faculty	50	NEW Students/Employees	No	Yes	X	X	X	X		X
Summer Bridge Mentor Training: "Healthy Relationships and Caring Communities" workshop	Workshop discussed Student Wellness Services and highlighted C.A.R.E.	8/22/2018	8/22/2018	CHWP, Women's Commons, Student Support Services	Student Leaders	30	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Resident Assistant Training-Wellness Overview & Behind Closed Doors	Training with all residential assistants on wellness concerns, resources, and real-life scenario practice "BCD". This session addressed how to support wellness concerns on campus; sexual violence resources and protocols discussed.	8/22/2018	8/22/2018	CHWP, Student Wellness, Women's Commons, Residential Life	Student Leaders	80	Ongoing for All Students/Employees	No	Yes	X	X	X	X		X
Office of the Vice President & Provost New Faculty Orientation	Provided wellness resources to faculty via in person training including information regarding sexual violence and reporting. The Faculty and Staff Action Guide to Helping Students in Distress folders were also provided as a supplement.	8/23/2018	8/23/2018	Student Wellness, Office of the Vice President & Provost	Faculty	30	NEW Students/Employees	No	Yes	X	X	X	X	X	
Resident Assistant Student Conduct Code Training	Overview of the Student Cod of Conduct, including information on the Sexual Misconduct Policy	8/24/2018	8/24/2018	OEDRP, DPS, and Residential Life	Student Leaders	100 (including Ras and A CDs/RMs)	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
OLE Team Outreach - Taking Care of You	Discussed self-care, Student Wellness Services and highlighted C.A.R.E.	8/27/2018	8/27/2018	CHWP	Student Leaders	12	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Scholastic Assistant & Transfer Scholastic Assistant Training: Wellness Overview	Training for new and returning Scholastic Assistants. Discussed Student Wellness Services and highlighted C.A.R.E.	8/28/2018	8/28/2018	Student Wellness, Living Learning Communities (LLC)	Student Leaders	90	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	
SA/TSA Training-Clery, Title IX, and Trauma Informed Response	Training for student leaders on their role as a responsible employee and campus security authority; particular focus on how to respond to students and get them connected with a CARE Advocate	8/28/2018	8/28/2018	Center for Health and Wellness Promotion, Public Safety, & Title IX	Student Leaders	80	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X

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Summer Bridge Fearless Session	Discussion with Sumer Bridge Students on their role in creating positive change in the community as it pertains to sexual and relationship violence; conversation centers on consent, bystander intervention, and resources available on campus	8/28/2018	8/28/2018	Center for Health and Wellness Promotion	Undergraduate Students	80	NEW Students/Employees	No	Yes	X	X	X	X	X	X
Scholastic Assistant & Transfer Scholastic Assistant Training: A Day in the Life Scenario Training	Scenario training and practice on how to respond and support students with wellness concerns, homesickness, etc.	8/29/2018	8/29/2018	Student Wellness, Living Learning Communities (LLC)	Student Leaders	90	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	
Commuter Assistant Training: Wellness Overview	Training on wellness concerns, resources, referrals, and self-care for new CA student leaders	8/29/2018	8/29/2018	CHWP, Community Leadership & Development	Student Leaders	5	Ongoing for All Students/Employees	Yes	Yes	X	X	X	X	X	
SoCal Audit Directors Presentation	This presentation provided information about the university's policy prohibiting discrimination and harassment, including procedures for complaints; federal and state law relating to sexual misconduct and relationship violence; and the university's private and confidential resources and reporting protocols.	8/30/2018	8/30/2018	Human Resources	Administrators	10	Ongoing for All Students/Employees	Yes	No	X	X		X		
English Language Academy	Session to substitute the online training for English Language Academy students. Focuses on laws & policies, definitions, consent, bystander intervention, and resources available on campus.	8/30/2018	8/30/2018	Center for Health and Wellness Promotion	Students	12	NEW Students/Employees	No	Yes	X	X	X	X	X	X
Be Well @ USD Presentations	All incoming students are required to attend a "Be Well @ USD" session during Orientation that included a presentation, videos, and discussion, which provides information about sexual and relationship violence. Topics addressed - Sexual Violence, Sexual Assault, Sexual Exploitation, Bystander Intervention, Risk Reduction, Consent, Reporting Protocols	9/1/2018	9/1/2018	CHWP	Undergraduate Students	1300	NEW Students/Employees	No	Yes	X	X	X	X	X	X
New Parent and Family Orientation: The College Transition	Presentation to parent/family members of new students regarding wellness top concerns, services, and resources	9/1/2018	9/1/2018	Student Wellness, Parent & Family Relations	Undergraduate Students	200	NEW Students/Employees	No	Yes	X	X	X	X	X	X

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New Student Athlete Orientation: Top Wellness Concerns	The New Student Athlete Orientation for new student athletes to ensure that all New Toreros begin their journeys at USD with an introduction to Torero life. This session covers general wellness concerns at the University of San Diego and different resources that are available for support.	9/2/2018	9/2/2018	Athletics, Student Wellness	Athletes	125	NEW Students/Employees	No	Yes	X	X	X	X	X	X
New Student Athlete Orientation: Healthy Relationships & Bystander Intervention	The New Student Athlete Orientation for new student athletes to ensure that all New Toreros begin their journeys at USD with an introduction to Torero life. This session focuses on bystander intervention and healthy relationships.	9/2/2018	9/2/2018	Athletics, Women's Center	Athletes	125	NEW Students/Employees	No	Yes	X	X	X	X	X	X
School of Nursing Orientation	Presentation on all wellness services and resources	9/2/2018	9/2/2018	Student Health Center, Nursing School	Graduate/Law Students	60	NEW Students/Employees	No	Yes	X	X	X	X	X	
Ole Weekend Community Meeting	Overview of expectations of living in the residential halls. Includes information related to sexual assault and relationship violence policy in the Code of Student Conduct	9/2/2018	9/2/2018	Title IX Office, OEDRP, and Residential Life	Undergraduate Students	1300	X	No	Yes	X	X	X	X	X	X
Transfer Fall Orientation Resident Community Meeting	Overview of expectations of living in the residential halls. Includes information related to sexual assault and relationship violence policy in the Code of Student Conduct	9/3/2018	9/3/2018	Residential Life, OEDRP	Undergraduate Students	200	NEW Students/Employees	No	Yes	X	X	X	X	X	X
Transfer Orientation: Community Values & Student Code	All incoming transfer students are required to attend a "Community @ USD" session during Orientation, which provides information about sexual and relationship violence. Topics addressed - Sexual Violence, Sexual Assault, Sexual Exploitation, Bystander Intervention, Risk Reduction, Consent, Reporting Protocols	9/3/2018	9/3/2018	CHWP, Office of Ethical Development and Restorative Practices	Undergraduate Students	150	NEW Students/Employees	No	Yes	X	X	X	X		X
SOLES New Student Orientation: Resource Fair	Student Wellness Resources were presented to incoming graduate students in SOLES, including C.A.R.E. resources.	9/4/2018	9/4/2018	CHWP, Women's Commons, SOLES	Graduate/Law Students	40	NEW Students/Employees	No	Yes	X	X	X	X	X	
Fall 2018 Student Success Workshops	Overview of wellness services and resources shared with students on academic probation	9/6/2018	9/7/18, 9/18/18, 10/23/18	CHWP, Student Wellness, Center for Student Access	Undergraduate Students	60-90 (20-30 at each session)	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	

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Peer Educator Onboarding	A half-day training for the onboarding of new Relationship-Sexual Violence Peer Educators. Sessions focused on sexual violence prevention, healthy relationships, and campus resources.	9/9/2018	9/9/2018	Center for Health and Wellness Promotion	Student Leaders	7	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Sports Club Student Leader Training	Training for student leaders of club sports on sexual violence prevention, bystander prevention, and resources	9/9/2018	9/9/2018	CHWP, Women's Commons, Campus Recreation	Student Leaders	45-60	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X	X	X
Alcala Bazaar	Tabling for all USD students to learn more about opportunities and resources for students to engage with sexual and relationship violence prevention	9/11/2018	9/11/2018	Center for Health and Wellness Promotion	General Campus Community	50	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Third Week Check-in for Residential Students	All first year students are required to attend a Wellness Check-in the Residence Halls during the third week of classes. Information provided relates to recognizing the impact of sexual violence, the importance of consent, the responsibility for bystander intervention to protect our community, and identifying CARE as a resource for those impacted by sexual violence. Topics addressed - Sexual Violence, Sexual Assault, Relationship Violence, Bystander Intervention, Risk Reduction, Consent, Reporting Protocols	9/16/2018	9/17/18, 9/19/18, 9/23/18, 9/24/18, 9/25/18, 9/26/18, 9/30/18, 10/1/18, 10/3/18	CHWP, Residential Life	Residential Students	1200	NEW Students/Employees	No	Yes	X	X	X	X	X	X
Student Leadership Development Workshop Series	Workshop with RA's, SA's and TSA's on "Supporting Well-being in Yourself and Others", review of all wellness services and resources	9/18/2018	9/25/18, 10/16/18	CHWP, Residential Life, Living Learning Communities	Student Leaders	12 each session	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Living Learning Communities <i>Magic Hour</i>	Presentation to an LLC class on bystander intervention and supporting peers	9/19/2018	9/19/2018	CHWP, LLC faculty	Undergraduate Students	12	NEW Students/Employees	Yes	Uncertain at this time		X	X		X	
Behind the Post	Presentation on healthy relationships, social media, bystander intervention, and supporting a friend.	9/25/2018	9/25/2018	Center for Health and Wellness Promotion	Undergraduate Students	25	Ongoing for All Students/Employees	No	Uncertain at this time	X	X	X	X	X	

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Third Week Check-in: First-year Commuter Students	All first year commuter and transfer students are required to attend a Wellness Check-in on campus during the third week of classes. Information provided relates to recognizing the impact of sexual violence, the importance of consent, the responsibility for bystander intervention to protect our community and identifying CARE as a resource for those impacted by sexual violence. Topics include Sexual Violence, Sexual Assault, Relationship Violence, Bystander Intervention, Risk Reduction, Consent, Reporting Protocols	9/25/2018	9/25/2018	CHWP, Community Leadership & Development	Undergraduate Students	20	NEW Students/Employees	No	Yes	X	X	X	X	X	X
Hearing Board Training	Foundational training for all hearing board members. The five-hour training focuses on conduct philosophy, policies, procedures and practice.	9/29/2018	9/29/2018	OEDRP, Community and Leadership Development	Student Conduct Board	20	Ongoing for All Students/Employees	No	Yes	X	X	X	X		X
Behind the Post	Presentation on healthy relationships, social media, bystander intervention, and supporting a friend for Alpha Chi Omega	10/1/2018	10/1/2018	Center for Health and Wellness Promotion	Fraternity & Sorority Life	60	Ongoing for All Students/Employees	No	Uncertain at this time	X	X	X	X	X	
Computer Science and Engineering Faculty Presentation	This presentation provided information about the university's policy prohibiting discrimination and harassment, including procedures for complaints; federal and state law relating to sexual misconduct and relationship violence; and the university's private and confidential resources and reporting protocols.	10/8/2018	10/8/2018	Human Resources	Faculty	20	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X		X
THRS Faculty Presentation	This presentation provided information about the university's policy prohibiting discrimination and harassment, including procedures for complaints; federal and state law relating to sexual misconduct and relationship violence; and the university's private and confidential resources and reporting protocols.	10/9/2018	10/9/2018	Human Resources	Faculty	25	Ongoing for All Students/Employees	No	Uncertain at this time	X	X	X	X		X
Baseball Team Workshop Series: Healthy Relationships	Workshop with baseball players on health relationships and related topics	10/9/2018	10/9/2018	CHWP, Athletics, RSVP Peer Educators	Athletes	35	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X

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Self Care and Solidarity	A self care session in response to the ongoing media coverage of Brett Kavanaugh. There were opportunities for both discussion, support, and self care.	10/10/2018	10/10/2018	Center for Health and Wellness Promotion, Women's Commons	General Campus Community	10	Ongoing for All Students/Employees	Yes	No	X	X	X		X	X
LawRoom modules (course assignment based on employee type and training history): "Bridges: Building a Supportive Community"; "Intersections: Preventing Harassment and Sexual Violence"; "Bridges: Taking Action"	This online training was implemented to provide further education to the campus community about the Campus SaVE act and sexual violence and other forms of sexual harassment. The majority of campus received the "Bridges" course that primarily focuses on prevention and response to incidents of sexual misconduct and relationship violence involving students. New Supervisors and those due for retraining under California law, received the "Intersections" course that combines the content from "Bridges" along with information on prevention and response for workplace sexual harassment.	10/10/2018	10/10/2018	Human Resources	Employees	3068	NEW Students/Employees	No	Yes	X	X	X	X	X	X
Living Learning Communities <i>Magic Hour</i>	Presentation to an LLC class on sexual violence prevention and resources	10/11/2018	10/11/2018	CHWP, RSVP Peer Educators, LLC faculty	Undergraduate Students	25	NEW Students/Employees	Yes	Uncertain at this time	X	X	X	X	X	
Sexual Violence Prevention and Response Steering Committee Meeting	Discussion amongst the leaders of the various sub-committees of the Sexual Violence Prevention and Response Steering Committee. Discussion included prevention, response, policy, and education.	10/16/2018	10/16/2018	Student Affairs, Title IX	Administrators	6	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
[re] Defining Masculinity	Discuss and evaluate how societal norms play a role in men's ability to connect with each other on a deeper level, illustrate examples in their lives where men consciously and subconsciously choose to be cool instead of choosing to be great, and how to relate the issues above to men's role, or lack thereof, in the overall treatment of women.	10/16/2018	10/16/2018	Athletics, Student Wellness	Athletes	200	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X	X	X
San Diego Advocate Meeting	A joint meeting of the various advocacy departments at universities throughout San Diego. Discussion focused on proposed changes to Title IX, prevention programming, and trends in reporting.	10/19/2018	10/19/2018	Center for Health and Wellness Promotion	CARE Advocates	10	Ongoing for All Students/Employees	Yes	Yes	X	X	X	X	X	X

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Red Flag Campaign	A visual display of clotheslines to draw attention to the issue of relationship violence. Information about connecting to resources is also included.	10/22/2018	10/22/18-10/26/18	Center for Health and Wellness Promotion	General Campus Community	50	Ongoing for All Students/Employees	Yes	Yes	X	X			X	X
Women & Gender Studies Department Workshop	Workshop for W&G studies students on sexual assault, harassment, & violence in college for women, men, LGBTQ, QTPOC, and NGB students	10/23/2018	10/23/2018	Student Wellness, WGSP, MeToo USD, Changemaker Hub, Senate Task Force on Sexual Harrassment & Gender Equity	All Students (UG & G)	30-40	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X	X	X
Torero Tuesday, STEP	A tabling event focused on raising awareness of healthy and unhealthy relationships.	10/23/2018	10/23/2018	Residential Life, Center for Health and Wellness Promotion	Residential Students	25	Ongoing for All Students/Employees	Yes	Yes	X	X	X	X	X	X
Sexual Violence Prevention Presentation	Presentation for undergraduate political science class on sexual violence prevention and resources	10/24/2018	10/24/2018	CHWP, Political Science Faculty	Undergraduate Students	25	Ongoing for All Students/Employees	Yes	Uncertain at this time						
AXO Walk A Mile	AXO event to raise awareness about domestic violence; speakers from Becky's House (a domestic violence shelter) and the Women's Commons; resource tables were provided after the walk.	10/25/2018	10/25/2018	Fraternity and Sorority Life	Fraternity & Sorority Life	10	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
Domestic Violence Awareness Month - Team Talk & Purple Saturday	Acknowledge Domestic Violence Awareness Month and publicly share USD's commitment to addressing the issue. Recognize that the team is wearing purple in support for addressing this national issue. Invite attendees to learn more and get involved in addressing relationship violence.	10/25/2018	10/25/2018, 10/27/2018	Athletics, Student Wellness	Athletes	95	Ongoing for All Students/Employees	No	Yes	X	X	X		X	X
Nothing Bundt Feminism	A discussion in the Women's Commons centered on healthy queer relationships.	10/26/2018	10/26/2018	Women's Commons	Undergraduate Students	15	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X	X	X
Critical Issues Board	Specific training for Hearing Officers that will hear sexual misconduct cases through our student conduct process.	10/26/2018	10/26/2018	Human Resources; Women's Commons; Office of Ethical Development and Restorative Practices	Student Conduct Board	10	Ongoing for All Students/Employees	No	Yes	X	X	X	X		X
Pi Beta Phi Sorority Training: Bystander Intervention	Training for Pi Beta Phi sorority members on bystander intervention and resources	10/28/2018	10/28/2018	CHWP	Undergraduate Students	60	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X	X	X

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Law School Domestic Violence Clinic Training	Training for Law students working with the USD Domestic Violence Clinic on how to provide a trauma-informed response to those impacted by dating/domestic/sexual violence.	10/31/2018	10/31/2018	CHWP	Graduate/Law Students	20	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X	X		X
Bishop McElroy Listening Session at USD	A meeting with USD community members for the Bishop to listen and receive feedback on supporting those who have been victimized by clerical sexual abuse either directly or within their families. Wellness representatives and CARE advocates were present to support and share resources.	11/5/2018	11/5/2018	Student Wellness, CARE Advocates, University Ministry	General Campus Community	150	Ongoing for All Students/Employees	Yes	No			X		X	
Escalation Workshop	A workshop by students working to begin a One Love Club that centers on characteristics of unhealthy relationships.	11/7/2018	11/7/2018	Women's Commons	Undergraduate Students	5	Ongoing for All Students/Employees	No	Uncertain at this time	X	X	X	X	X	X
Fraternity and Sorority Life Advisor Meeting	Discussion with the Fraternity and Sorority Life Advisors on the issue of sexual violence at the University of San Diego and the community's role in making positive change.	11/12/2018	11/12/2018	Fraternity and Sorority Life	Fraternity & Sorority Life	10	Ongoing for All Students/Employees	No	Uncertain at this time	X	X	X	X	X	X
Breaking the Silence	Join us for an afternoon of cultural activism, where we will listen to and discuss survivor stories from members of our USD community to raise awareness of the prevalence of sexual harassment and assault, empower those who identify as survivors, create solidarity and support social change at USD.	11/16/2018	11/16/2018	Women and Gender Studies	General Campus Community	20	Ongoing for All Students/Employees	Yes	No	X	X	X	X	X	X
SAAC Wellness Week	A panel with representatives for Health and Wellness to discuss ongoing wellness concerns and strategies to address them	12/5/2018	12/5/2018	Athletics, Student Athlete Advisory Committee, Student Wellness	Athletes	8	Ongoing for All Students/Employees	Yes	Uncertain at this time	X	X	X		X	X
Sexual Violence Prevention Bulletin Boards	Sexual Violence Prevention Bulletin Boards have been put up by Resident Assistants in Residence Halls on campus.	Ongoing	Ongoing	CHWP, Residential Life	Residential Students	100	Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
You are USD Core Values Marketing	Addresses wellness behaviors that align with the university	Ongoing	Ongoing	Center for Health and Wellness Promotion	General Campus Community		Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	X
You are USD website - Healthy Relationships Content	The You are USD website houses content and resources for healthy relationships which include topics on Sexual Violence, Relationship Violence and highlight C.A.R.E. resources	Ongoing	Ongoing	Center for Health and Wellness Promotion	General Campus Community		Ongoing for All Students/Employees	No	Yes	X	X	X	X	X	



